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ABSTRACT

A survey instrument developed in 1991 by the Massachusetts Job Council to ascertain basic information regarding funds spent on job training and to provide state policymakers with information about those being served and what services are being provided was used as a model to develop a program assessment instrument. The program assessment instrument was needed for assessing program objectives, organizational structure, modes of service delivery, federal-state partnerships, and funding for employment and training programs at the state level. The project developed two products: (1) a survey methodology and computer program that can be used by states to assess and coordinate their employment and training programs; and (2) a code book that explains access to the computer program and statistical analysis of data contained in the file. The survey contains two parts: a program survey that would be administered to each head of a state's work force development programs, and a substate area survey that would permit geographic analysis of the data and could be used as a mechanism for checking the accuracy of state-level information. Using this survey, states will be able to measure the following: funding levels, origin, and methods of allocation; distribution of funds by type of service provider; type of services provided; population groups served; and geographic distribution within service delivery areas. Any category or set of categories can be cross-referenced with other categories. (The survey instruments developed and instructions for using them and building a database are included in this document.) (KC)

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ASSESSING STATE-LEVEL JOB TRAINING COORDINATION: A Survey Design and Methodology Based Upon the Massachusetts Experience

RESEARCH REPORT

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ASSESSING STATE-LEVEL JOB TRAINING COORDINATION: A Survey Design and Methodology Based Upon the Massachusetts Experience

Research Report No. 92-01

December 1992

National Commission for Employment Policy

PREFACE

In 1991, the Massachusetts Job Council developed a survey instrument to ascertain basic information regarding funds spent on job training and to provide state policymakers with information about those being served and what services are being provided. The survey was distributed to administering agencies in four state secretariats. Responses were sought on four types of questions: funding levels, target groups, services and service providers. A summary of findings was presented to representatives of the four state secretariats in December 1991. There was no formal analysis of the data.

The advanced state of coordination activity in Massachusetts warranted the Commission's use of that state as a focus for this project. By using the Massachusetts experience as a laboratory experiment, the Commission developed a methodology for assessing program objectives, organizational structure, modes of service delivery, federal-state partnerships, and funding for employment and training programs at the state level. Specifically, this project develops a (1) survey methodology and computer program that can be used by states to assess and better coordinate their employment and training programs and (2) a code book that explains access to the computer program and statistical analysis of data contained in the file.

The survey contains two parts: (a) a program survey that would be administered to each head of a state's workforce development programs and (b) a substate area survey that would permit geographic analysis of the data and could be used as a mechanism for checking the accuracy of state-level information. Under this survey, states will be able to measure funding levels, origin, and methods of allocation; distribution of funds by type of service provider; type of services provided; population groups served; and geographic distribution with service delivery areas. Any category or set of categories can be cross-referenced with other categories.

This project is a natural extension of the investment that the Commission has made in finding ways to improve coordination of public assistance programs at the federal level. In addition to the work that supported our report, Coordinating Federal Assistance Programs for the Economically Disadvantaged: Recommendations and Background Materials, the Commission has sponsored research examining state- and local-level coordination techniques and strategic planning. This project is intended to carry the Commission's coordination message to the states by giving them a tool with which they can assess and better coordinate their employment and training programs. I would also add that the thrust of this report, strengthening the capability of the state to coordinate its job training programs, is consistent with our recommendations in the afore-mentioned coordination report and the recommendations that we will be offering in an upcoming Commission report on private industry councils and JTPA.

John C. Gartland
Chairman

ACKNOWLEDGEMENTS

I would like to acknowledge the contribution of several people to the Commission's project on developing a workforce development programs survey methodology.

The project was initiated by Commissioner Henri Rauschenbach of Massachusetts. His participation brought with it the assistance of Jack King of the Massachusetts Department of Employment and Training and his staff. The project was directed by Commission Associate Director Neal S. Zank.

On behalf of the Commission and its staff, I would like to thank the author of this report, Dr. Attiat F. Ott of Clark University in Worcester, Massachusetts. Assisting Dr. Ott were Dr. Ute Schumacher, Research Associate, Clark University; Dr. Michael Rich, Assistant Professor, Brown University; and Kamal Desai and William Mosher, PhD. Candidates, Clark University.

Barbara C. McQuown
Director

FINAL REPORT

WORKFORCE DEVELOPMENT PROGRAMS SURVEY METHODOLOGY

NOVEMBER 1992

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TABLE OF CONTENTS

	INTRODUCTION		1
I.	MASSACHUSETTS WORKFORCE DEVELOPMENT PROGRAMS: AN OVERVIEW		4
	1.	The Information Content of the MassJobs Council Survey	4
	2.	Funding	7
		Sources and Distribution	7
		Service Providers	10
		Service Types	12
	3.	People Served	15
		Distribution Across Workforce Development Programs	15
		Participant Profile	17
		Distribution Across Services	21
	4.	Service Cost	24
II.	WORKFORCE DEVELOPMENT PROGRAM SURVEY		26
	1.	Survey Design	26
	2.	Program Survey	28
	3.	Service Delivery Area Survey	29
	4.	Survey Administration	29
	5.	Sample Questionnaires	30
III.	A PROTOCOL FOR CREATING A SURVEY DATA BASE		49
	CONCLUDING REMARKS		59
	ENDNOTES		60
	APPENDIX: THE MJC SURVEY DATA BASE: TABLE SETS A - F		

LIST OF TABLES

Table 1	Matching MJC Survey Questionnaires with Tabulated Results	5
Table 2	MJC Survey Data Base: Massachusetts Workforce Development Programs	6
Table 3	Employment and Training Programs: Source of Funds, FY 1992	8
Table 4	Funding Allocation to Ultimate Service Providers by Program, FY 92	13
Table 5	Funding for Programs by Service Type, FY 92	14
Table 6	Distribution of People Served by Massachusetts Workforce Development Programs by Secretariat	16
Table 7	Percentage Distribution of Enrollees by Socio-Economic Characteristics	18
Table 8	Service Units by Program and Service Type	22
Table 9	Average Cost per Service Unit	24

LIST OF FIGURES AND EXHIBITS

Figure 1	Funding Distribution	11
Figure 2	Percentage Distribution of Enrollees by Socio-Economic Characteristics	20
Figure 3	Distribution of Clients Served by Type of Service and Secretariat	23
Exhibit 1	Process of Designing a Field	52
Exhibit 2	Workforce Development Programs: Computerized Database	55

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INTRODUCTION

In Fiscal Year 1992, an estimated $320 million were spent on workforce development programs in the State of Massachusetts. These funds were administered through 31 separate employment and training programs involving a number of state departments and agencies under the direction of four Cabinet Secretariats.

In an effort to provide policymakers with basic information on these workforce development programs, the Mass Jobs Council (MJC) surveyed administering agencies to gain insights on four sets of issues pertaining to these programs: (1) funding levels, origins, and methods of allocation; (2) distribution of funds by type of service provider; (3) type of services provided, and (4) population groups served.

Preliminary findings from the responses to the MJC survey were tabulated and reported by the Mass Jobs Council in six sets of tables. Since that time, the Mass Jobs Council has obtained additional information concerning funding as well as the number of people served by engaging in telephone conversations with program directors in an attempt to complete the survey responses. This report relies on the survey responses (the "MJC Survey Data Base") as the primary data source. We added the following information to that data base: the number of people served and their percentage distribution across programs (from a March 1992 Report of the Mass Jobs Council Restructuring Taskforce "*Creating a World-Class Workforce Development System in Massachusetts*"). It is worth emphasizing that the total funding reported in the survey responses falls short of the amount indicated in the MJC Report by some $45 million. Since the information collected subsequently to the survey did not cover all the issues contained in the survey we have elected to base our analysis on the more comprehensive MJC Survey Data Base.

Building on the MJC's pioneering effort, the objective of this project is two-fold. First, to utilize the information gathered by the MJC in order to provide a relatively comprehensive account of workforce development programs operative in the State of Massachusetts. This effort is primarily intended to serve as an illustration of the kind of issues that may be addressed with the survey data. Second, drawing on lessons concerning what may be learned about survey design and data collection techniques from the MJC pilot project, to suggest a modified survey which attempts to address some of the problems encountered with the original effort. In addition it intends to elicit, by way of adding new questions, information that could not be obtained with the old survey.

In addition to the state-wide experience gained through agency responses to the questionnaires, we recognize the geographic dimensions to the collection of data on workforce development programs. Hence our survey is a two-part survey: a program survey which would be administered to the directors of each of the state's workforce development programs and a substate area survey. Adding a geographic dimension to the collection of workforce development program statistics would permit analysts to aggregate the data by both program and geographic area, thus enabling both statewide assessments as well as comparisons of program coverage and performance by substate area. Such a data structure would allow for more informed evaluations of the fit between client needs and the distribution of program resources. Also, since similar information would be collected at both the state and substate level, comparison of statewide program and aggregated substate responses would allow analysts to make some assessment as to the validity and reliability of the survey findings.

This report is organized as follows: Part I gives an overview of the information contents

of the original MJC Survey and uses the tabulated survey responses to sketch a summary profile of the Massachusetts workforce development programs. This is followed in Part II by a brief discussion of the original survey's limitations and suggested modifications. In this part of the report, we also present the modified version of the MJC Survey. In designing the modified survey, we have addressed two questions: the reliability of the survey instrument and the need to develop survey administrative procedures that result in returns completed with data of the highest quality. The new survey design is general enough to be replicated anywhere in the United States and sufficiently specific to cover all facets of workforce development programs. To enhance compliance, a detailed instruction sheet as to how the survey questionnaires should be completed is made an integral part of the survey instrument. Part III provides step-by-step instructions for creating a computerized survey data base to be used in conjunction with the survey questionnaires.

I. MASSACHUSETTS WORKFORCE DEVELOPMENT PROGRAMS: AN OVERVIEW

1. THE INFORMATION CONTENT OF THE MASS JOBS COUNCIL SURVEY

The survey instrument developed by the Mass Jobs Council was designed to collect data on Massachusetts workforce development programs from administering State agencies in four Cabinet Secretariats. The MJC survey questionnaire consists of four sections, each dealing with a specific set of issues. Section I of the survey addresses funding levels, sources, and methods of funding allocation. Section II is devoted to target groups: demographic and other socio-economic characteristics of population groups served. Section III solicits information on the types of services provided. Methods of funding distribution by type of service providers are covered in Section IV of the questionnaire. In addition to quantitative information, qualitative questions were asked to collect some descriptive information about specific aspects of the workforce development programs. The most frequent type of qualitative question asked is: "What factors influence your program decisions about target groups?"; "What factors influence your program decisions about service mix?"; "What factors affect your program decisions about service providers?" and so on. This report does not report on these qualitative questions.

In Table 1, we present a match up of questions and agency responses tabulated in six sets of tables which are reproduced in the Appendix to this report (Table Sets A through F). Agency responses to questions pertaining to program funds and funding sources in the first part of the survey (Sections I.A through I.D) are tabulated in Table Set A. Agency responses to questions relating to methods of funding distribution (Sections I.E through I.G of the survey) are reported

in Table Set B. Agency responses to questions about funding distribution by major service providers in Section IV of the survey are tabulated in Table Set C, and information concerning the major types of services provided (Section III.A of the survey) is given in Table Set D. Section III.B of the survey seeks information on the provision of specific services. Since this section was not completed by the majority of agencies no tabulation of responses was possible. Finally, Table Sets E and F contain tabulations of agency responses to questions asked in Sections II.A and II.B of the survey dealing with people served and their characteristics.

TABLE 1 : MATCHING MJC SURVEY QUESTIONNAIRES WITH TABULATED RESULTS

Table Set	Topic	Survey Questions
A	Funding Sources	I.A to I.D
B	Methods of Funding Distribution	I.E to I.G
C	Major Service Providers	IV
D	Types of Services Provided	III.A
E	People Served	II.A
F	Characteristics of People Served	II.B

Note: Qualitative questions contained in the survey do not form part of these tables.

Survey responses were returned (in varying degrees of completeness) for a total of 31 workforce development programs. Table 2 lists the workforce development programs as they appear in the survey responses.[1]

TABLE-2
MJC SURVEY DATABASE
MASSACHUSETTS WORKFORCE DEVELOPMENT PROGRAMS

PROGRAM
SECRETARY OF ECONOMIC AFFAIRS
Job Training Partnership Act (JTPA IIA)
Job Training Partnership Act (JTPA IIB)
Employment Service
Disabled Veterans Outreach Program (DVOP)
Local Veterans Employment Representatives (LVERS)
BayState Skills: 50/50
BayState Skills: Global Education
BayState Skills: Displaced Homemakers
Massjobs Southeast
Jobs Corps
Targeted Jobs Tax Credit (TJTC)
SECRETARY OF EDUCATION
School-to-Work Transition
Chapter 188 (Dropout Prevention Only)
Adult Education
State Legalization Impact Assistance Act
Perkins Vocational Education Act
McKinney Homeless Act
National Workplace Literacy
SECRETARY OF HEALTH AND HUMAN SERVICES
Targeted Assistance: Allocation
Targeted Assistance: Discretionary
Refugee Education and Employment
JOBS
Veterans Job Training (JTPA IVC)
Labor Shortage Initiative Trust Fund
MRC Vocational Rehabilitation
MRC Extended Employment
MRC Supported Employment
MCB Vocational Rehabilitation
DMH Employment & Training
DMR Employment & Training
SECRETARY OF LABOR
Industrial Services Program (JTPA III)

In the following sections, we highlight some of the key findings obtained from the survey responses. This discussion is based on the tabulations of responses presented in Table Sets A to F in the Appendix. Although survey questionnaires were filled out for 31 workforce development programs, complete responses were given for only a small subset of programs. As the survey attempted to gather more detailed information on the methods of funding allocation, service providers, types of services offered, and the socio-economic characteristics of the individuals served, the subset of programs for which these data were made available by the responding agencies and thus the total funds accounted for were reduced further. These limitations have somewhat constrained the subsequent analysis of the MJC Survey Data Base. Therefore, the subsequent analysis should be regarded more as an illustration of the kind of issues and questions that can be addressed with the survey.

2. FUNDING

Sources and Distribution

Workforce development programs receive their funds from three primary sources: the federal government, the state government, and other sources.

In FY 92 close to $320 million were spent on workforce development programs in the State of Massachusetts. Of these, approximately 54 percent originated from the federal government, 35 percent were contributed by the State, and the remainder was secured from "other" sources, most notably in form of federal tax credits made available directly to participating employers through the Targeted Jobs Tax Credit measure (TJTC). Table 3 illustrates this point further by grouping the programs according to their funding source: federal,

TABLE 3: EMPLOYMENT AND TRAINING PROGRAMS SOURCE OF FUNDS, FY 1992

#	PROGRAM	FUNDING in $	% OF TOTAL
	A: FEDERALLY FUNDED (100%)		
1	Job Training Partnership Act (JTPA IIA)	$31,982,000	38.6%
2	Employment Services (ES)	$18,536,000	22.4%
3	Job Training Partnership Act (JTPA IIB)	$12,383,000	15.0%
4	Job Corps (Fed. Admin. Program)	$12,152,000	14.7%
5	Disabled Veterans Outreach Program (DVOP)	$1,965,000	2.4%
6	Refugee Education and Employment	$1,704,000	2.1%
7	Local Veterans Employment Representatives (LVERS)	$1,281,000	1.5%
8	Targeted Assistance - Allocation	$808,000	1.0%
9	MRC Supported Employment	$527,000	0.6%
10	State Legalization Impact Assistance Act	$438,000	0.5%
11	McKinney Homeless Assistance Act	$425,000	0.5%
12	National Workplace Literacy	$391,000	0.5%
13	Targeted Assistance - Discretionary	$159,000	0.2%
	TOTAL -	*$82,751,000*	*100.0%*
	B: STATE FUNDED (100%)		
1	Department of Mental Retardation (DMR)	$30,050,000	66.2%
2	MRC Extended Employment	$6,437,000	14.2%
3	Department of Mental Health (DMH)	$5,626,000	12.4%
4	Bay State Skills : 50.50	$1,225,000	2.7%
5	School-To-Work Transition (ID # 29)	$864,000	1.9%
6	Chapter 188 (Dropout Prevention)	$492,000	1.1%
7	Bay State Skills: Displaced Homemakers	$295,000	0.7%
8	Bay State Skills: Global Education	$200,000	0.4%
9	Massjobs Southeast	$177,000	0.4%
	TOTAL -	*$45,.366,000*	*100.0%*
	C: SHARED FUNDING : FEDERAL-STATE		
1	Job Opportunities and Basic Skills (JOBS)	$75,200,000	47.4%
2	MRC - Vocational Rehabilitation	$41,180,000	25.9%
3	Perkins Vocational Education Act	$17,985,000	11.3%
4	Industrial Services Program (JTPA III) EDWAA	$17,596,000	11.1%
5	MCB Vocational Rehabilitation	$6,401,000	4.0%
6	Veterans Job Training (JTPA Title IV-C)*	$373,000	0.2%
	TOTAL -	*$158,735,000*	*100.0%*
	D: OTHER		
1	Targeted Jobs Tax Credit (TJTC)	$26,800,000	81.2%
2	Labor Shortage Initiative Trust (LSIT)	$6,200,000	18.8%
	TOTAL	*$33,000,000*	*100.0%*

NOTES : -

Total Funding, FY 1992	=	**$319,852,000**	**100.0%**
Total Federal Funding	=	**$173,937,224**	**54.4%**
Total State Funding	=	**$112,837,571**	**35.3%**
Other Sources	=	**$33,078,000** **	**10.3%**

No information was provided for the Adult Education Program

Details may not add to total due to rounding

* - Of this amount, $78,000 are attributed to "other" sources.

** - Includes the $78,000 allocated to Veterans Job Training (JTPA IV-C)

state, and joint federal-state funding. It should be noted that 13 programs (excluding TJTC) were financed solely through the federal government; 9 received exclusively state funds while the federal and the state governments contributed jointly to 6 programs. Two programs: (TJTC and Labor Shortage Initiative Trust) obtained funding from "other" sources. No funding information was provided for the Adult Education program.

The allocation of program funds across State Secretariats was as follows: 54.6 percent of the $320 million supported programs under the administration of the Secretary of Health and Human Services; 6.4 percent of the funds were administered by the Education Department, and 5.5 percent by the Labor Department. Approximately one third (33.4 percent) of the program funds were under the purview of the Secretary of Economic Affairs. This figure, however, included approximately $39 million in funds that were not truly controlled by the State (TJTC funds which are administered by the Internal Revenue Service and JobsCorps funds which are under the control of the U.S. Department of Labor). The State thus had some administrative control over $281 million or 87.8 percent of the total although some $56.7 million were subject to allocation formulas. Of note is the fact that the four Cabinet Secretariats differed in terms of their primary source of funding: while programs under the authority of Economic Affairs were primarily federally funded, the others relied relatively more heavily on state sources.

Within the workforce development system funds may be distributed via a variety of different methods: allocation formula, request for proposals (RFP), direct grants, retained by agency, and "other" (the latter includes special set-asides for incentive awards and interagency service agreements). Information on the distribution methods was obtained from the MJC Survey for 25 out of 31 programs, accounting for some $265 million or 82.8 percent of total funding.[2]

As shown in Figure 1, of the $265 million, 30.8 percent was distributed through competitive bidding at the agency level (RFP), 22.7 percent were retained by the administrative agencies either to cover state administrative costs or for direct services, 21.4 percent were allocated by formula, and 24.4 percent were distributed via "other" methods. This other category included some $62 million which the JOBS program set aside to fund interagency service agreements and $1.9 million or 6 percent of JTPA IIA money which was set aside for incentive awards to SDAs exceeding performance standards and technical assistance grants to outside organizations. Finally, 0.7 percent of the total funds were disbursed in form of direct grants for three programs: the Bay State Skills:Global Education, the Targeted Refugee Assistance (Discretionary), and the Industrial Services (ISP - JTPA III) programs.

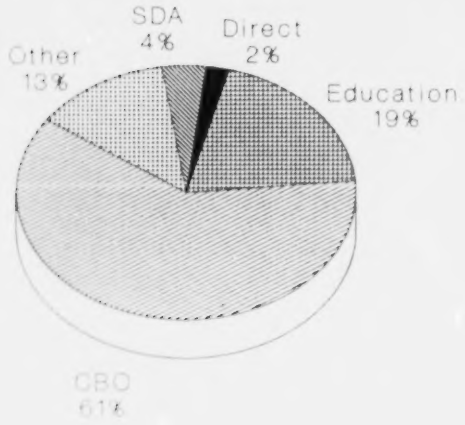
Although the $320 million in program funds supported a mixed basket of 31 workforce development programs in the State of Massachusetts a significant portion of these funds was consumed by just a handful of programs. The top five programs (excluding TJTC) accounted for some $197 million or 67.2 percent of the $293 million in combined federal plus state funding. They were: JOBS (25.7 percent of total funds), the Vocational Rehabilitation program offered by the Massachusetts Rehabilitation Commission (MRC; 14.1 percent), JTPA IIA (10.9 percent, the Department of Mental Retardation programs (DMR; 10.2 percent), and Employment Services (6.3 percent).

Service Providers

Among the ultimate service providers that administer work force development programs one can distinguish between four well-defined groups: direct state service, community-based

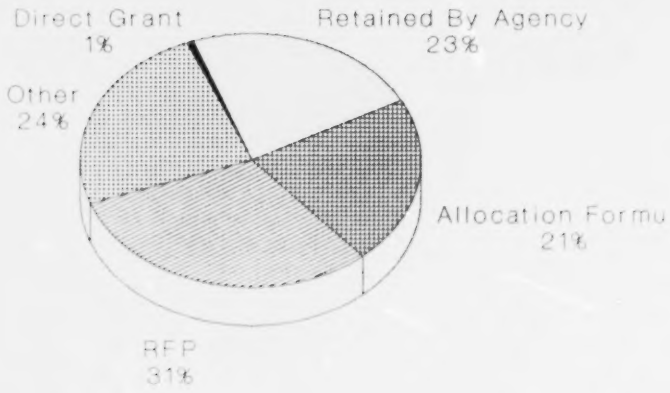
FIGURE 1: FUNDING DISTRIBUTIONS

SERVICE PROVIDERS



Total Funds to be distributed : $ 265,053,412

METHOD OF DISTRIBUTION



Total Funds to be distributed : $ 173,586,701

organizations (CBO), educational institutions[3], and Service Delivery Areas (SDA).[4] A fifth category "other" includes such diverse providers as employers offering on-the-job-training, state universities, correctional institutions, and municipalities.

The MJC Survey responses provided information on the funding of service providers in 20 programs receiving a total of $173.6 million as detailed in Table 4.[5] Of these, some 61 percent were received by CBOs which, therefore, constituted the primary service providers within the Massachusetts workforce development system. Educational institutions received 19.4 percent of the funds while State agencies and the SDAs as direct service providers accounted for 2.3 and 4.1 percent of the funds respectively. A rather substantial portion of the funding (13 percent) was received by the "other" providers (see Figure 1).

Service Types

Workforce development programs provide a number of services which may be grouped into four broad categories: basic skills, occupational training, job placement, and supportive services (i.e. child care, transportation etc.).

Information on funding allocation by service type across programs is given in Table 5. We note from agency responses that supportive services were the frontrunner, absorbing $57.6 million or 40 percent of the $142.6 million in total program funds accounted for here. Occupational training ranked second with 33 percent of total funds. Job placement services accounted for 14.4 percent.

TABLE 4: FUNDING ALLOCATION TO ULTIMATE SERVICE PROVIDERS BY PROGRAM: FY 1992 (in $)

PROGRAM			CBO	EDU* INST.	DIRECT**	SDA	OTHER***
Bay State Skills	-50/50			698,250			526,750
	-Global						200,000
	-Displaced Home.		177,000				118,000
Massjobs Southeast							177,279
Jobs Corps							12,152,000
Chapter 188 - Dropout Prevention				492,000			
State Legalization Impact Assistance Act			359,160				78,840
Perkins Vocational Education			359,697	16,905,741			719,393
McKinney Homeless Act			284,750		46,750		93,500
National Workplace Literacy							390,949
Targeted Assistance - Allocation			808,146				
	- Discretionary		158,553				
Refugee Employment and Education			1,704,000				
JOBS****			57,904,000	1,203,200		4,512,000	7,520,000
MRC	-Extended Employment		6,437,472				
	-Supported Employment		527,000				
MCB*****			1,120,164	1,024,150	3,040,446	32,005	544,080
Department of Mental Health (DMH)			5,625,714				
Department of Mental Retardation (DMR)			30,049,712				
Industrial Service Program-a			703,840	13,372,960	879,800	2,639,400	
Industrial Service Program-b				1,583,640	351,920	9,853,760	5,806,680
TOTAL - a		*$173,586,701*	*106,219,208*	*33,696,301*	*3,966,996*	*7,183,405*	*22,520,791*
% of Total		*100%*	*61.2%*	*19.4%*	*2.3%*	*4.1%*	*13.0%*
TOTAL - b		*$173,586,701*	*105,515,368*	*21,906,981*	*3,439,116*	*14,397,765*	*28,327,471*
% of Total		*100%*	*60.8%*	*12.6%*	*2.0%*	*8.3%*	*16.3%*

NOTES :

a - Vendor

b - Operator (Contracts out to vendor)

* - Educational Institutions

** - Direct State Service

*** - Includes State Universities, employers, correctional institutions etc.

**** - Percentage distribution reported accounts for only 10% of total JOBS funding.

***** - Survey response reports percentage distribution as value range, figures here are based on midpoints. However, components add up to 100% only when the respective maximum range values are assumed.

TABLE 5: FUNDING FOR PROGRAMS BY SERVICE TYPE
FY 1992 (in $)

PROGRAM	Basic Skill	Training	Job Plac.	Support Serv.
BSSC: 50/50**		980,000	85,750	36,750
Global Education		200,000		
Displaced Homemakers				295,000
Massjobs Southeast		141,823		35,456
JobsCorps		12,152,000		
School-to-Work Transition (ID#29)		345,600	345,600	172,800
State Legalization Impact Assistance**	328,500			43,800
Perkins Vocational Education**		12,229,685		5,755,146
McKinney Homeless Act	425,000			
National Workplace Literacy	234,569			156,380
Targeted Assistance : Allocation	509,132	290,933	8,081	
Discretionary		158,553		
Refugee Education & Employment	766,800		937,200	
JOBS**	6,768,000	10,528,000	9,024,000	45,872,000
Veterans Job Training (JTPA IV-C)				373,356
MRC Extended Employment		1,609,368	3,218,736	1,609,368
Supported Employment		131,750	263,500	131,750
MCB Vocational Rehab.	480,070	2,560,376	800,117	2,560,376
DMH Employment & Training**	3,656,714	1,125,143	112,514	168,771
ISP (JTPA III)**	4,399,000 *	4,399,000 *	5,806,680	351,920
Total	*$17,567,785*	*$46,852,231*	*$20,602,178*	*$57,562,873*
% of Total Program funds(Total:$142,584,467)	12.3%	32.9%	14.4%	40.4%

NOTES:

* According to survey returns, 50% of funds are allocated to Basic Skills and Training combined. For lack of further information, we assume a 50/50 split.

** Expenditures on the four service types combined do not add up to total program funds due to explicitly recognized administrative costs. For the above programs, administrative and "other" expenditures are reported to amount to a total of $ 5,386,171.

3. PEOPLE SERVED

Distribution Across Workforce Development Programs

In FY 92, Massachusetts workforce development programs served an estimated 422,000 people.[6] This figure should be viewed as a rough approximation of the actual number of enrollees for two reasons: data were not available for a few programs (Chapter 188 Dropout Prevention and Department of Mental Health (DMH) programs) and secondly, the reported number of individuals served is said to include double counting.

As the data in Table 6 show, workforce development programs administered by the Secretary of Economic Affairs dominated the scene in terms of the number of people served (281,469 or 66.6 percent of the total). This is attributable in large part to the coverage of a single service program: some 232,000 individuals reportedly received job placement services through the Employment Services (ES) program. The fact that 55 percent of all people for whom data were reported were enrolled in one single program clearly distorts any comparison one may wish to make across cabinet secretariats on a program-by-program basis. To illustrate this point, the third column in Table 6 recalculates the percentage distribution of enrollees across secretariats after removing from the total those people served by the ES program. Once ES is excluded, the Economic Affairs Secretariat loses its top ranking with 26 percent of all enrollees. It falls back to the third position behind Education (35.4 percent) and Health and Human Services (32.3 percent). In terms of individual programs across all four secretariats, the elimination of ES leaves MRC at the top of the list with 21.4 percent of system enrollees, followed by the Perkins Vocational Education Act program (17.6 percent) and JOBS (19.5

TABLE 6: DISTRIBUTION OF PEOPLE SERVED BY MASSACHUSETTS WORKFORCE DEVELOPMENT PROGRAMS BY SECRETARIAT

PROGRAM	# OF PEOPLE SERVED	DISTRIBUTION % OF TOTAL	
		incl. ES*	excl. ES**
ECONOMIC AFFAIRS TOTAL:	*281,469*	*66.6%*	*26.0%*
Employment Services(ES)	232,000	54.9%	-
Disabled Veterans Outreach Programs(DVOP)	14,000	3.3%	7.4%
JTPA II-A	12,800	2.6%	5.7%
Targeted Jobs Tax Credit (TJTC)	9,400	2.2%	4.9%
JTPA II-B	8,574	2.0%	4.5%
Local Veterans Employment Representatives(LVERS)	4,500	1.1%	2.4%
Jobs Corps	1,490	0.3%	0.7%
Bay State Skills Corporation ^	620	0.1%	0.3%
Massjobs Southeast	175	a	0.1%
EDUCATION TOTAL:	*61,518*	*14.6%*	*32.3%*
Perkins Vocational Education Act	33,435	7.9%	17.6%
Adult Basic Education Act(Federal)	12,000	2.8%	6.3%
Adult Basic Education Act(State)	12,000	2.8%	6.3%
McKinney Homeless Act(ABE)	1,800	0.4%	0.9%
State Legalization Impact Assistant Grant	800	0.2%	0.4%
School-to-Work Program	783	0.2%	0.4%
Workplace Literacy (Federal)	700	0.2%	0.4%
HEALTH AND HUMAN SERVICES TOTAL:	*67,379*	*16.0%*	*35.4%*
MRC Employment & Training ^ ^	40,750	9.6%	21.4%
JOBS	18,000	4.3%	9.5%
DMR Employment & Training	3,805	0.9%	2.0%
Refugee Employment Programs ^ ^ ^	2,259	0.5%	1.2%
MCB Employment & Training	1,500	0.4%	0.8%
Labor Shortage Initiative Trust Fund	600	0.1%	0.3%
Veterans Job Training (JTPA IV-C)	465	0.1%	0.2%
LABOR TOTAL:	*12,000*	*2.8%*	*6.3%*
Industrial Services Program (JTPA III)	12,000	2.8%	6.3%
TOTAL:	*422,366*	*100.0%*	-
(Excluding Employment Services) TOTAL:	*190,366*	-	*100.0%*

NOTES:

All data are taken from the MJC Report "Creating a World-Class Workforce Development System in Massachusetts", March 1992, Appendix

Program Titles are as they appear in this report and may differ from those in the MJC Survey returns. Figures include double counts.

a - less than 0.1 percent.

^ - the MJC report does not distinguish between Bay State Skills 50/50; Global Education; and Displaced Homemakers

^ ^ - The MJC Report does not distinguish between MRC Vocational Rehabilition, Extended Employment and Supported Employment

^ ^ ^ - The MJC Report does not distinguish between Tageted Assistance : Allocation, Targeted Assistance : Discretionary and Refugee Education and Employment.

* - Including Employment Services

** - Excluding Employment Services

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percent). Together these top three programs accounted for close to 60 percent of all service recipients, underscoring the fact that -- despite the exclusion of the ES program -- the distribution of participants in the Massachusetts workforce development programs is skewed towards a very few programs.

Participant Profile

To determine a profile of the typical service recipient in terms of demographic and socio-economic characteristics requires information on both the total number of participants as well as their percentage distribution in terms of demographic and socio-economic characteristics on a program by program basis. The number of programs reporting in the survey on the socio-economic characteristics of their enrollees varies depending on the variable in question. The key variables are: age (youth, age 14 to 21; and older workers, age 55 and older), gender (male only), race (minorities only), disabled, and low income status. Table 7 reports the percentage distribution of people served by selected characteristics for the subsets of programs for which the pertinent information was available. The smallest subset comprises those 6 programs that provided complete information on all 6 variables reported on in Table 7. Focussing only on gender and age composition (youth and older workers), enrollee distribution by these characteristics is known for eleven programs. Information on low income status was given for only eight of the 15 programs listed in Table 7.

Based on the profile of enrollees sketched in Table 7 and Figure 2, 14.6 percent of those served by the Massachusetts workforce development system in FY 92 were youth between the ages of 14 and 21; 8.5 percent were older workers; the remaining 76.4 percent were adults

TABLE 7: PERCENTAGE DISTRIBUTION OF ENROLLEES BY SOCIO-ECONOMIC CHARACTERISTICS

PROGRAM	Total # Served	Youth	Older Worker	Male	Minority	Disabled	Low Income
	in %						
JTPA IIA	10,800	38.6	2.0	37.8	36.0	9.7	97.1
JTPA IIB	8,574	100.0	0.0	54.4	50.6	27.0	100.0
ES	232,000	12.2	8.0	59.8	20.6	2.5	25.4
DVOP	14,000	1.1	19.9	96.6	10.6	9.2	20.5
LVERS	4,500	1.4	18.3	96.4	11.0	9.6	24.7
Massjobs Southeast	175	0.0	5.0	60.0	30.0	N/A	N/A
Jobs Corps	1,400	90.0	0.0	60.0	N/A	12.5	N/A
State Legalization Impact Act	800	15.0	N/A	50.0	95.0	N/A	95.0
Perkins Vocational Education	33,435	N/A	N/A	55.0	30.0	N/A	N/A
McKinney Homeless Act	1,800	10.0	10.0	30.0	70.0	20.0	N/A
National Workplace Literacy	700	1.0	5.0	56.0	44.0	N/A	N/A
JOBS	18,000	7.0	N/A	5.0	46.0	N/A	100.0
Veterans JTPA IVC	465	N/A	N/A	96.0	30.0	N/A	N/A
MCB Vocational Rehab	1,500	15.0	10.0	45.0	20.0	100.0	N/A
ISP	12,000	4.0	13.0	36.0	15.0	1.0	0.0
Total; Weighted Average %	*340,149*	*14.6*	*8.5*	*57.3*	*23.9*	*4.5*	*33.5*

NOTES: N/A = not available

between the ages of 22 and 54. The gender breakdown of enrollees was 57 percent male and 43 percent female. Minorities appear to have been "over-represented" relative to the state average as minority enrollees accounted for 23.9 percent of the total. This over-representation of minorities most likely reflects the fact that the focus of the majority of programs is on the economically disadvantaged a population segment in which minority representation by far exceeds that in the general population. For instance, in 1990, 6.8 percent of the white population in Massachusetts lived in poverty compared to 21.7 percent of the black population. The data given for the 15 programs in Table 7 underscore the fact that approximately one third of program enrollees fell in the low income status category. Of interest is also the fact that 4.5 percent of those people served were persons with disabilities.

Program priorities may be deduced from data enabling comparisons across programs. It is inferred, for example, that young people enjoyed a greater than average representation in programs such as JTPA IIA, JobsCorps and JTPA IIB (with the latter specifically targeting young people), while Disabled Veterans Outreach Programs (DVOP), Local Veterans Employment Representatives (LVERS), and -- to a lesser extent -- Industrial Service Program (ISP) served a relatively high proportion of the older population with 19.9, 18.3 and 13 percent of all enrollees respectively belonging to this category. Minorities were significantly over-represented in the JTPA IIB (50.6 percent), State Legalization Impact Assistance (95 percent), McKinney Homeless Assistance Act (70 percent), National Workplace Literacy (44 percent) and JOBS (46 percent) programs, while women constituted the overwhelming majority of enrollees in the McKinney Homeless Assistance Act and the JOBS programs with 70 and 95 percent respectively.

FIGURE 2: % DISTRIBUTION OF ENROLLEES BY SOCIO-ECONOMIC VARIABLES

Weighted average for selected Massachusetts Workforce Development Programs

Distribution Across Services

Many workforce development programs offer a mix of services (Basic Skills, Training, etc.) although some programs offer only one type of service. Enrollees often receive more than one service when participating in a given program, thus program "output" may be more appropriately measured in terms of "service units" rather than number of people enrolled. Table 8 uses this approach and describes programs in terms of service units delivered by service type. As shown in the table, complete information on the number of program enrollees and the types of services that they received was available for a total of 12 programs in the MJC survey.[7] These 12 programs enrolled 95,949 individuals and delivered a total of 121,831 service units in FY 92 (about one-fourth of all participants in the Massachusetts workforce development system). The relative importance of the different services is depicted in Figure 3. The provision of supportive services appears to have been the first and foremost function performed by the Massachusetts workforce development system (close to 47,000 or 38.4 percent of enrollees received this service.) Next in line was job training, accounting for close to 29 percent of all service units, followed by job placement with 24 percent. Even though a direct comparison between data reported in Tables 5 and 8 may not be warranted (given the different subsamples of programs), it is nonetheless worth noting that job placement services accounted for close to one fourth of all service units while claiming a much smaller fraction (14.4 percent) of the system's finances. This fact can undoubtedly be attributed to this service's limited resource needs. Basic skills accounted for 8.9 percent of all service units but received 12.3 percent of the financial resources.

TABLE 8 **SERVICE UNITS BY PROGRAM AND SERVICE TYPE**

PROGRAM	# Served	Total Service Unit	Service Units by Service Types			
			Basic Skills	Training	Job Placement	Support Services
JTPA IIB	8,574	9,766	2,641	7,099	26	
DVOP	14,000	16,646			3,556	13,090
LVERS	4,500	4,924			860	4,064
Massjobs Southeast	175	175		140		35
State Legalization Impact Assistance	800	1,600	800			800
Perkins Vocational Education	33,435	33,435		17,721		15,714
McKinney Homeless Act	1,800	1,800	1,800			
National Workplace Literacy	700	1,400	700			700
JOBS	18,000	27,900	2,520	2,880	12,060	10,440
Veterans JTPA IV-C	465	1,265	233 *	232 *	335	465
MCB Vocational Rehab.	1,500	3,720	300	1,470	540	1,500
ISP	12,000	19,200	1,800	5,400	12,000	
Total	*95,949*	*121,831*	*10,794*	*34,942*	*29,377*	*46,808*
In % of total service units			8.9%	28.7%	24.1%	38.4%

NOTES :

* - A 100% provision of service was indicated for Basic Skills and Training combined. For lack of further information, we assume a 50/50 split.

FIGURE 3: DISTRIBUTION OF CLIENTS SERVED BY TYPE OF SERVICE AND SECRETARIAT

END USERS=SERVICE UNITS

SECRETARIAT

Total Service Units: 121, 831

NOTES:

Service Units refer to service provided to enrollees.
Multiple Services are provided to an enrollee within a program.
These figures exclude programs for which no breakdown by service is given.

4. SERVICE COST

It is possible to assess the unit cost of services provided by a state workforce development system with sufficiently disaggregated data. Table 9 illustrates this exercise for a subsample of the programs listed in Tables 5 and 8. The subsample consists of those programs for which the MJC Survey successfully elicited information on the distribution of funds as well as the distribution of enrollees across the various services. Data on both sets of variables were available for only 7 programs: Massjobs Southeast, State Legalization Impact Assistance, Perkins Vocational Education Act, McKinney Homeless Assistance Act, JOBS, National Workplace Literacy, and MCB Vocational Rehabilitation.

TABLE 9: AVERAGE COST PER SERVICE UNIT

Service Type	Funding $	Service Units	Average Cost per Unit $
Basic Skills	**8,236,139**	**6,120**	**1,346**
Training	**25,459,884**	**22,211**	**1,146**
Job Placement	**9,824,117**	**12,510**	**785**
Supportive Serv.	**54,423,158**	**29,189**	**1,865**

The findings reported in Table 9, which are based on the seven programs noted above, are presented here for illustrative purposes. The data suggest that within the Massachusetts workforce development system the provision of supportive services was the most costly function with an average cost per unit across programs of $1,865. Job placement services were the least costly averaging about $785 to place an enrollee in the job market.

A better assessment of the unit cost of services might be attained by disaggregating the data by program, service, and geographic area. However, program services differ not only in terms of characteristics of population served, but also in the method of provision and -- most importantly -- in terms of program and service content. A category label such as "basic skills", "training", or "supportive services" is sufficiently broad so as to encompass a multitude of services, which are likely to differ from program to program. But, perhaps most important to service unit cost is the degree to which the cost is driven by the characteristics or the profile of a program's enrollees and hence the type of service provided. As the MJC survey coverage did not elicit information on either the profile of enrollees by type of service or on the distribution of said enrollees among service providers, a meaningful comparison of service costs across programs is not feasible.

II. WORKFORCE DEVELOPMENT PROGRAM SURVEY

1. SURVEY DESIGN

While the MJC survey was an important first step in gathering information on the distribution of program funds, the preceding discussion clearly underscores the importance of survey design and survey administration for securing reliable and complete responses to survey questions. To provide policymakers with information that will allow them to make informed judgements about workforce development programs within their jurisdictions, a new survey was developed, henceforth referred to as the Workforce Development Program Survey.

One important question that had to be addressed in designing the survey is the sampling frame. That is, should the sampling frame consist of cabinet secretariats, state agencies that administer workforce development programs, programs, service providers, etc.? The MJC survey utilized programs as the unit of analysis. The new survey retains this feature but adds another dimension to the collection of data in a manner that would allow analysts to examine various program characteristics by aggregating results for administering agencies and by geography. Administering agency is an important dimension because authority and responsibility for program change is likely to reside with agency officials. Geography is an important dimension because labor market conditions are likely to vary significantly within the state, especially between urban and rural areas.

As an illustration: results from the MJC data reflect the statewide experience. What could not be ascertained, however, is how program choices regarding service and client mix vary by type of substate area. Thus, assessments of whether workforce development programs have been

delivered in a fashion that addresses the most pressing needs of clients in particular substate areas were not possible given the survey structure. While many survey respondents reported that their service/client mix matched the needs of their area, the survey did not provide an independent means for verifying these statements. For instance, it was not possible to compare indicators obtained from other sources at the substate level, such as unemployment rates and labor force composition, with the outputs of the state's 31 workforce development programs. This shortcoming is addressed in the new survey.

The Workforce Development Program Survey adds a geographic dimension to the collection of workforce development program data. This component requires the identification of geographic reporting areas that would be identical for all of the state's workforce development programs. One possibility is the Service Delivery Areas utilized by programs funded under the Job Training Partnership Act. It is a good starting point which could be modified to fit the particular needs of programs in different states.

In addition to the program survey, the survey instrument would be administered by geographic area (e.g., SDAs) to collect information for each area by program. This added coverage would make it possible to aggregate the data by both program and geographic area, enabling both statewide assessments as well as comparison of program performance by substate areas. The new survey structure would allow for more informed assessments of the fit between client needs and the distribution of program resources. SDA responses together with agency responses to the program survey would permit analysts to check the validity and reliability of the survey. Programs where discrepancies between the two sets of figures are quite large would warrant further investigation to identify the source of error. More importantly, information on

the geographic distribution of workforce development programs would prove to be invaluable to policymakers interested in developing a more comprehensive and coordinated structure to workforce development system. The Workforce Development Program Survey presented in this report thus consists of two parts: the program survey and the SDA survey.

2. PROGRAM SURVEY

The program survey would be administered to the directors of each of the state's workforce development programs. The questionnaire would collect statewide information on workforce development programs including funding levels and distribution, service providers, services, and clients. The new survey instrument is modeled along the topical areas covered in the original MJC survey, and where needed modifications were introduced. The program survey questionnaire, including instructions for completion, is presented at the end of this section.

The most striking difference between the new survey and the original MJC survey is our emphasis on collecting information on the number of clients served. The original MJC survey instrument only asked for percentages of various client groups served. As a result, comparative analyses across programs and analyses of all programs were weakened because total numbers of clients served were not reported.

We have also made changes to the survey instrument to lessen the reporting burden of respondents. For example, information on services provided have been collapsed into one table and grouped by type of service (e.g. job search assistance, basic skills, occupational training, support services).

3. SERVICE DELIVERY AREA SURVEY

In addition to the program survey, to be completed by state program officials, we propose the administration of a second set of surveys, to be completed by each of the state's SDA directors. Each SDA director would complete one survey for each workforce development program operating within his/her Service Delivery Area. The SDA survey instrument would collect the following information on workforce development programs: funding levels and distribution, service providers, services, clients, and geographic distribution of applicants, clients, and program dollars by type of geographic areas within the SDA (e.g., central city, suburban city, rural community). The SDA survey questionnaire is also presented at the end of this section.

The SDA survey questionnaire would elicit information not gathered by the statewide program survey. Data would be available to assess questions pertinent to variation across SDAs in the mix of service providers, services, clients served, the type of area assisted (city, suburban, rural), and so on. Answers to these questions would allow policymakers to look more closely at the distribution of program funds and evaluate the extent to which funding distributions correspond with the incidence of need in their states.

4. SURVEY ADMINISTRATION

Administration is the key to success. As the single most important element to improving the quality of the workforce development program survey data, we propose that prior to submitting the survey questions to appropriate officers, whoever is in charge of administering the survey schedule one or more workshops in which analysts and would-be respondents have

a chance to interact and discuss the survey. At such a session, the design of the survey instrument could be discussed and respondent ambiguity regarding particular questions could be addressed. In addition, the workshop could be used to stress the importance of the survey data and to communicate to respondents the need for complete returns. Our field work conducted as part of this project found that in many instances respondents did not complete the MJC questionnaire because they perceived it to be one of dozens of surveys they had been asked to complete. It is to be emphasized that data quality will only improve when policymakers and program administrators communicate to program managers the importance of promptly and accurately completing the workforce development program survey.

5. SAMPLE QUESTIONNAIRES

In the following, we present a set of sample questionnaires for the program and SDA surveys.

WORKFORCE DEVELOPMENT PROGRAM SURVEY

Instructions for Completing Program Questionnaire

NOTE: Please answer all questions. Do not leave responses blank. Enter an em dash (—) if response is not applicable. Enter NA if data is not available.

1. Name of Program. Enter the name of the program.

2. Administering Agency. Enter the name of the state agency responsible for program administration.

3. Contact Person. Enter the name and phone number of the person who can best answer follow-up questions regarding the completion of this questionnaire.

4. Fiscal Year Reported. Enter the last fiscal year for which you have complete data and base your responses on this year. Enter the beginning and ending dates for the fiscal year reported.

Part I. FUNDING LEVELS AND DISTRIBUTION

This portion of the survey focuses on funding levels and the distribution of funds to recipients at the substate level.

A. Program Funds. Enter the total amount of funds available for this program in fiscal 199__.

B. Funding Sources. Enter the amount of program funds derived from federal, state, and local governments as well as program funds obtained from other sources. For state funds, please indicate the state budget line item under which program funds were provided.

C. Direct Services. Indicate how much of the program's fiscal 199__ funding was retained by the state administering agency to provide direct services. By direct services, we mean instances where the program's administering agency provides services to clients, such as the operation of a skills center.

D. Non-Direct Services. Indicate how much of the program's fiscal 199__ funding was retained by the state administering agency for non-direct service purposes, such as general administration, technical assistance, monitoring and oversight, etc.

E. Funding Distributions. Of the balance of fiscal 199__ funds not included in Items D and E, how much was allocated to recipients by allocation formula, by competitive requests for proposals, by non-competitive grants, or by some other allocation method. *Note: the amount reported in item A should equal the sum of the amounts reported in items C, D, and E.*

F-H. Formula Allocation. If this program uses an allocation formula to distribute some or all of its funds to the substate level, please provide additional information on the structure of the formula and its distributional impacts.

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I. RFPs. Describe the RFP process used to distribute funds under this program.

J. Non-Competitive Grants. Describe how non-competitive grants are used to distribute funds under this program.

K. Funding Notification. Indicate approximately what time of year your agency receives notification of the amount of program funds that will be available for the upcoming fiscal year.

L. Direct Recipients. Indicate the amount of program funds awarded to various types of direct recipients and note how much of these funds were awarded by formula, by RFP, and by non-competitive grant. Include only those recipient organizations that the administering agency directly funds through this program. These organizations may or may not be the agencies responsible for service provision. *Note: The total amount of funds reported in this table should equal the total amount of funds reported in Item I-E.*

Part II. SERVICE PROVIDERS

A. Service Provider Organizations. This section of the survey asks for information on the types of service providers utilized under this program. Indicate the total amount of funds awarded to each of the types of service providers listed in the table. In addition, please indicate whether or not the use of each type of service provider is required by federal and/or state statute.

B. Service Provider Mix. Briefly describe what factors other than federal and/or state law influence the mix of service providers utilized under this program.

Part III. SERVICES

A. Type of Services. This section of the survey asks for information on the types of services provided through this program. For each type of service, indicate the total amount of program funds and the number of clients served, including "double counts." In addition, for each service provided, please indicate whether federal and or state law require a minimum level of effort, and if so, note the minimum required service level. Be sure to indicate whether the minimum service threshold applies to the proportion of funds or to the proportion of clients served.

B. Service Mix. Briefly describe what factors other than federal and/or state law influence the mix of services provided under this program.

Part IV. CHARACTERISTICS OF CLIENTS SERVED

This section of the survey focuses on the characteristics of clients served under this program.

A. Applicants. Enter the number of applicants for services under this program for fiscal 199__. Include all individuals who applied for assistance under this program.

B. Clients Served. Enter the total number of clients served in fiscal 199__. In addition, please list the number of clients that completed the program, the number of clients that dropped out of the program prior to completion, and the number of clients that were served by more than one program over the course of the fiscal year.

C. Client Characteristics. Report the number and percentage of clients served in fiscal 199__ according to the demographic categories listed in the table. Include "double counts" in your calculations. In addition, please indicate whether or not federal and/or state law require a minimum level of effort regarding certain demographic groups. And if so, please be sure to indicate whether the minimum level of effort applies to the proportion of funds or to the proportion of clients served.

D. Client Mix. Briefly describe what factors other than federal and/or state law influence the type of clients served under this program.

E. Target Groups. Report the number and percentage of clients served in fiscal 199__ according to the target groups listed in the table. Include "double counts" in your calculations. In addition, please indicate whether or not federal and/or state law require a minimum level of effort regarding certain target groups. And if so, please be sure to indicate whether the minimum level of effort applies to the proportion of funds or to the proportion of clients served.

F. Target Group Mix. Briefly describe what factors other than federal and/or state law influence the client groups targeted for services under this program.

WORKFORCE DEVELOPMENT PROGRAM SURVEY

1. Name of Program: _____
2. Administering Agency: _____
3. Contact Person: _____ Phone: _____
4. Fiscal Year Reported: _____ Dates for Fiscal Year: From: _____ To: _____

I. FUNDING LEVELS AND DISTRIBUTION

A. What is the total amount of funding available to your program in fiscal year 199__? _____

B. How much of the funds available to your program in fiscal 199__ were from the following sources:

1. Federal $ _____
2. State $ _____ State budget line item number: _____
3. Local $ _____
4. Other $ _____ (please specify source) _____

C. How much of your fiscal 199__ funding was retained by the state-level administering agency to provide direct services (for example, occupational training, skills assessment, support services, counseling, etc.)?

$ _____ Please describe services provided: _____

_____

_____

_____

D. How much of your fiscal 199__ funding was retained at the state level for non-direct service purposes, such as technical assistance, monitoring and oversight, general administration, etc.?

$ _____ Please describe activities: _____

_____

_____

_____

E. Of the balance of funds that are not accounted for in questions "C" and "D" above, how much of your funding was allocated through the following mechanisms in fiscal 199__?

$ _____ 1. Allocation formula
$ _____ 2. Competitive Request for Proposals (RFPs)
$ _____ 3. Non-competitive grants
$ _____ 4. Other (please specify) _____

_____

_____

NOTE: Amount reported in Item A should equal the sum of amounts reported in Items C, D, & E.

I. FUNDING, CONT'D

F. If your program used an allocation formula to distribute some or all of your funds to the substate level, please indicate how this process works. (Check appropriate response below).

____ 1. Prescribed by federal law/regulation
____ 2. Prescribed by state law/regulation
____ 3. Developed at agency discretion
____ 4. Other (please specify) _____

Please list formula factors and weights, and briefly describe their effects (e.g., favors rural areas)

_____
_____
_____

G. If your program used an allocation formula to distribute some or all of your funds to the substate level, does your agency have any discretion regarding which formula factors were used to determine grant awards?

_____ No _____ Yes

H. If your program used an allocation formula to distribute some or all of your funds to the substate level, does your agency have any discretion regarding the relative weight assigned to each formula factor?

_____ No _____ Yes

I. If your program used a competitive request for proposals (RFP) process to distribute some or all of your funds to the substate level, please describe the criteria used to select funding recipients.

_____
_____
_____

J. If your program distributed some or all of your funds to the substate level via some form of non-competitive discretionary grant, please describe the criteria used to determine how those funds were awarded. _____
_____
_____
_____

K. What time of year does your program typically receive notification of funding levels for the upcoming year?
1. ____ JAN - MAR 2. ____ APR - JUN 3. ____ JUL - SEP 4. ____ OCT - DEC

L. How much of your program's substate funding allocation was awarded in fiscal 199__ to each of the following types of direct recipients. Note that direct recipients may not necessarily be the ultimate service provider. For example, municipal governments may be the direct recipients of program funds, but they could then use them to fund community based organizations to provide services.

		Amount Distributed by		
Type of Direct Recipient	*Total Dollars*	*Formula*	*RFP*	*Grant*
Regional Employment Boards (SDA)				
Municipal governments				
Local school systems				
Higher education institutions				
Community based organizations				
Other (please specify)				

II. SERVICE PROVIDERS

A. What types of organizations were the service providers for your program in fiscal 199__?

Complete as many responses as are applicable

Type of Service Provider	*Total Dollar Amount Awarded*	*Is Use of This Provider Required by Federal/State Statute*	
		*Yes**	*No*
State Agency--Direct State Service Provision			
SDA Skill Center			
DET Opportunity Job Center			
Elementary and Secondary Schools			
Vocational School			
Proprietary School (Non-Degree Granting)			
Community College			
Two-Year Private College			
English-as-Second Language Learning Centers			
Community-Based Organizations			
Other (please specify)			

* Enter "F" if a federal requirement, "S" if a state requirement.

B. What factors other than state or federal law influence your mix of service providers?

III. SERVICES

A. What general types of services were provided under this program?

Complete as many items as applicable for your program	*Amount of Program Funds*	*Number of Clients Served#*	*Does the Law Specify a Minimum Level of Effort for This Service? What Level is Required?*		
Type of Service			*Yes**	*Level (%)***	*No*
Job Search Assistance					
Job Search					
Job Placement					
Other (please specify)					
Basic Skills					
GED					
English as Second Language					
Literacy Training					
Adult Basic Education					
Other (please specify)					
Occupational Training					
Classroom Training					
On-the-job Training					
Quality/productivity training					
Other (please specify)					
Support Services					
Day Care					
Transportation					
Supported Work					
Other (please specify)					
Subsidized Employment					
Supported Work					
Summer Jobs for Youth					
Other (please specify)					
Administration##					

Include double counts.
* Enter "F" if a federal requirement; "S" if a state requirement.
** Indicate whether this requirement applies to the proportion of people receiving the service, or to the proportion of funds spent on it. For example, to indicate a 10% set aside based on the number of people served enter 10p; to indicate a 25% set aside based on total funds, enter 25f.
Only include administrative services if they are NOT included in response to Question I-D.

B. What factors other than state or federal requirements influence your specific service mix?

_____

_____

IV. CHARACTERISTICS OF CLIENTS SERVED

A. Number of applicants in fiscal 199__ _____

B. Number of clients served in fiscal 199__
   1. Total clients served _____
      a) Number of clients that completed program _____
      b) Number of clients that dropped out of program _____
   2. Number of clients served by more than one program during fiscal 199__ _____

C. What was the distribution of clients served by this program in fiscal 199__ according to the following demographic categories?

	Include double counts		*Does the Law Specify a Minimum Level of Effort for This Group? What Level is Required?*		
Population Group	*Number of Clients Served*	*Percent of Clients Served*	*Yes**	*Level (%)***	*No*
Gender					
Male					
Female					
Age					
14-15					
16-21					
22-54					
55 and over					
Race/Ethnicity					
White (Non-Hispanic)					
Black (Non-Hispanic)					
Hispanic					
Asian/Pacific Islander					
Native American					
Other (please specify)					
Low Income Status					

* Enter "F" if a federal requirement; "S" if a state requirement.

** Indicate whether this requirement applies to the proportion of people receiving the service, or to the proportion of funds spent on it. For example, to indicate a 10% set aside based on the number of people served enter 10p; to indicate a 25% set aside based on total funds, enter 25f.

NOTE: JTPA programs may substitute a printout showing annual data from the Quarterly Report of Participant Characteristics and Activity Report of Enrollee Characteristics in lieu of completing questions IV-C and IV-E.

D. What factors other than state or federal law influence the type of clients served?

_____
_____
_____
_____
_____
_____
_____

IV. CLIENTS SERVED, CONT'D

E. Which of the following target groups were served by your program in fiscal 199__?

	Include Double Counts		*Does the Law Specify a Minimum Level of Effort for This Group? What Level is Required?*		
Target Group	*Number of Clients Served*	*Percent of Clients Served*	*Yes**	*Level (%)***	*No*
At-Risk Youth (in-school)					
High School Dropouts					
High School Graduates					
Welfare Recipients					
Public Housing Residents					
Unemployment Recipients					
Unemployment Exhaustees					
Not in Labor Force					
Older Workers (55+)					
Veterans					
Limited English Speaking					
Refugees/Immigrants					
Persons with Disabilities					
Offenders					
Other (please specify)					

* Enter "F" if a federal requirement, "S" if a state requirement.

** Indicate whether this requirement applies to the proportion of people receiving the service, or to the proportion of funds spent on it. For example, to indicate a 10% set aside based on the number of people served enter 10p; to indicate a 25% set aside based on total funds, enter 25f.

NOTE: JTPA programs may substitute a printout showing annual data from the Quarterly Report of Participant Characteristics and Activity Report of Enrollee Characteristics in lieu of completing questions IV-C and IV-E.

F. What factors other than state or federal requirements influence the mix of clients served in fiscal 1993?

WORKFORCE DEVELOPMENT PROGRAM SURVEY

Instructions for Completing SDA Questionnaire

NOTE: Please answer all questions. Do not leave responses blank. Enter an em dash (—) if response is not applicable. Enter NA if data is not available.

1. **Service Delivery Area.** Enter the name of the Service Delivery Area.

2. **Name of Program.** Enter the name of the program.

3. **Administering Agency.** Enter the name of the state agency responsible for program administration.

4. **Contact Person.** Enter the name and phone number of the person who can best answer follow-up questions regarding the completion of this questionnaire.

5. **Fiscal Year Reported.** Enter the last fiscal year for which you have complete data and base your responses on this year. Enter the beginning and ending dates for the fiscal year reported.

Part I. FUNDING LEVELS AND DISTRIBUTION

This portion of the survey focuses on funding levels and the distribution of funds to recipients within the state's fifteen Service Delivery Areas.

A. Program Funds. Enter the total amount of funds awarded to the SDA under this program.

B. Funding Sources. Enter the amount of funds awarded to the SDA through this program derived from federal, state, and local governments as well as program funds obtained from other sources. For state funds, please indicate the state budget line item under which program funds were provided.

C. Direct Services. Indicate how much of the program's fiscal 199__ funding was retained by the SDA's Regional Employment Board to provide direct services. By direct services, we mean instances where the Regional Employment Board provides services to clients, such as the operation of a skills center.

D. Non-Direct Services. Indicate how much of the program's fiscal 199__ funding was retained by the SDA's Regional Employment Board for non-direct service purposes, such as general administration, technical assistance, monitoring and oversight, etc.

E. Funding Distributions. Of the balance of fiscal 199__ funds not included in Items C and D, how much was allocated by the SDA's Regional Employment Board to recipients by allocation formula, by competitive requests for proposals, by non-competitive grants, or by some other allocation method. *Note: the amount reported in item A should equal the sum of the amounts reported in items C, D, and E.*

F. Funds Distributed by Administering Agency. Indicate how much of this program's funding for fiscal 199__ was distributed to direct recipient organizations in the SDA by the program's administering agency. For each type of direct recipient, enter the total amount of funds received and the amount distributed by formula, by RFP, and by non-competitive grants.

Part II. SERVICE PROVIDERS

A. Service Provider Organizations. This section of the survey asks for information on the types of service providers utilized under this program in this SDA. Indicate the total amount of funds awarded to each of the types of service providers listed in the table. In addition, please indicate whether or not the use of each type of service provider is required by federal and/or state statute.

B. Service Provider Mix. Briefly describe what factors other than federal and/or state law influence the mix of service providers utilized under this program in this SDA.

Part III. SERVICES

A. Type of Services. This section of the survey asks for information on the types of services provided through this program in this SDA. For each type of service, indicate the total amount of program funds and the number of clients served, including "double counts." In addition, for each service provided, please indicate whether federal and/or state law require a minimum level of effort, and if so, note the minimum required service level. Be sure to indicate whether the minimum service threshold applies to the proportion of funds or to the proportion of clients served.

B. Service Mix. Briefly describe what factors other than federal and/or state law influence the mix of services provided under this program in this SDA.

Part IV. CHARACTERISTICS OF CLIENTS SERVED

This section of the survey focuses on the characteristics of clients served under this program in this SDA.

A. Applicants. Enter the number of applicants for services under this program in this SDA for fiscal 199__. Include all individuals who applied for assistance under this program.

B. Clients Served. Enter the total number of clients served under this program in this SDA in fiscal 199__. In addition, please list the number of clients that completed the program, the number of clients that dropped out of the program prior to completion, and the number of clients that were served by more than one program over the course of the fiscal year.

C. Client Characteristics. Report the number and percentage of clients served in fiscal 199__ according to the demographic categories listed in the table. Include "double counts" in your calculations. In addition, please indicate whether or not federal and/or state law require a minimum level of effort regarding certain demographic groups. And if so, please be sure to indicate whether the minimum level of effort applies to the proportion of funds or to the proportion of clients served. *Note: JTPA programs may substitute a printout showing annual data from the Quarterly Report of Participant Characteristics and Activity Report of Enrollee Characteristics in lieu of completing questions IV-C and IV-E.*

D. Client Mix. Briefly describe what factors other than federal and/or state law influence the type of clients served under this program in this SDA.

E. Target Groups. Report the number and percentage of clients served under this program in this SDA in fiscal 199__ according to the target groups listed in the table. Include "double counts" in your calculations. In addition, please indicate whether or not federal and/or state law require a minimum level of effort regarding certain target groups. And if so, please be sure to indicate whether the minimum level of effort applies to the proportion of funds or to the proportion of clients served. *Note: JTPA programs may substitute a printout showing annual data from the Quarterly Report of Participant Characteristics and Activity Report of Enrollee Characteristics in lieu of completing questions IV-C and IV-E.*

F. Target Group Mix. Briefly describe what factors other than federal and/or state law influence the type of client groups targeted for services under this program in this SDA.

Part V. Geographic Service Distribution Within SDA

A. Geographic Areas. Indicate the distribution of program funds among central cities, suburban cities, and rural communities within this SDA during fiscal 199__

WORKFORCE DEVELOPMENT PROGRAM SURVEY
Service Delivery Areas

*** PLEASE COMPLETE ONE SURVEY FOR EACH WORKFORCE DEVELOPMENT PROGRAM ***

1. Service Delivery Area: _____
2. Name of Program: _____
3. Administering State Agency: _____
4. Contact Person: _____ Phone: _____
5. Fiscal Year Reported: _____ Dates for Fiscal Year: From: _____ To: _____

I. FUNDING LEVELS AND DISTRIBUTION

A. Total funds awarded to SDA through this program in fiscal 199__? _____

B. How much of the funds available through this program in fiscal 199__ were from the following sources:

1. Federal $ _____
2. State $ _____ State Budget Line Item Number: _____
3. Local $ _____
4. Other $ _____ (please specify) _____

C. How much of this program's fiscal 199__ funding was retained by the SDA to provide direct services (for example, occupational training, skills assessment, support services, counseling, etc.)?

$ _____ Please describe services provided: _____

_____

_____

_____

D. How much of this program's fiscal 199__ funding was retained by the SDA for non-direct service purposes, such as technical assistance, monitoring and oversight, general administration, etc.?

$ _____ Please describe activities: _____

_____

_____

_____

E. Of the balance of funds that are not accounted for in questions "C" and "D" above, how much of this program's fiscal 199__ funding was allocated to direct recipients and/or service providers in this SDA by

$ _____ 1. Program's administering agency
$ _____ 2. Regional Employment Boards (SDA)

NOTE: Amount reported in Item A should equal the sum of amounts reported in Items C, D, & E.

I. FUNDING, CONT'D

F. How much of this program's funding in fiscal 199__ was distributed by the program's administering agency to each of the following types of direct recipients in this SDA. Note that direct recipients may not necessarily be the ultimate service provider. For example, municipal governments may be the direct recipients of program funds, but they could then use them to fund community based organizations to provide services.

Funds Distributed by Administering Agency		*Amount Distributed by*		
Type of Direct Recipient	*Total Dollars*	*Formula*	*RFP*	*Grant*
Municipal governments				
Local school systems				
Higher education institutions				
Community based organizations				
Other (please specify)				

II. SERVICE PROVIDERS

A. What types of organizations in this SDA were the service providers for this program in fiscal 199__?

Complete as many responses as are applicable

Type of Service Provider	*Total Dollar Amount Awarded*	*Is Use of This Provider Required by Federal/State Statute*	
		*Yes**	*No*
State Agency--Direct State Service Provision			
SDA Skill Center			
DET Opportunity Job Center			
Elementary and Secondary Schools			
Vocational School			
Proprietary School (Non-Degree Granting)			
Community College			
Two-Year Private College			
English-as-Second Language Learning Centers			
Community-Based Organizations			
Other (please specify)			

* Enter "F" if a federal requirement; "S" if a state requirement.

B. What factors other than state or federal law influence the mix of service providers for this program?

III. SERVICES

A. What types of services were provided under this program in this SDA?

Complete as many items as applicable for this program	*Amount of Program Funds*	*Number of Clients Served#*	*Does the Law Specify a Minimum Level of Effort for This Service? What Level is Required?*		
Type of Service			*Yes**	*Level (%)***	*No*
Job Search Assistance					
Job Search					
Job Placement					
Other (please specify)					
Basic Skills					
GED					
English as Second Language					
Literacy Training					
Adult Basic Education					
Other (please specify)					
Occupational Training					
Occupational training					
On-the-job training					
Quality/productivity training					
Other (please specify)					
Administration##					

Include double counts.

* Enter "F" if a federal requirement; "S" if a state requirement.

** Indicate whether this requirement applies to the proportion of people receiving the service, or to the proportion of funds spent on it. For example, to indicate a 10% set aside based on the number of people served enter 10p; to indicate a 25% set aside based on total funds, enter 25f.

Only include administrative services if they are NOT included in response to Question I-D.

B. What factors other than state or federal requirements influence the type of services provided under this program?

IV. CHARACTERISTICS OF CLIENTS SERVED

A. Number of applicants in fiscal 199__ _____

B. Number of clients served in fiscal 199__
   1. Total clients served _____
      a) Number of clients that completed program _____
      b) Number of clients that dropped out of program _____
   2. Number of clients served by more than one program during fiscal 199__ _____

C. What was the distribution of clients served by this program in fiscal 199__ according to the following demographic categories?

	Include double counts		*Does the Law Specify a Minimum Level of Effort for This Service? What Level is Required?*		
Population Group	*Number of Clients Served*	*Percent of Clients Served*	*Yes**	*Level (%)***	*No*
Gender					
Male					
Female					
Age					
14-15					
16-21					
22-54					
55 and over					
Race/Ethnicity					
White (Non-Hispanic)					
Black (Non-Hispanic)					
Hispanic					
Asian/Pacific Islander					
Native American					
Other (please specify)					
Low Income Status					

* Enter "F" if a federal requirement; "S" if a state requirement.
** Indicate whether this requirement applies to the proportion of people receiving the service, or to the proportion of funds spent on it. For example, to indicate a 10% set aside based on the number of people served enter 10p; to indicate a 25% set aside based on total funds, enter 25f.

NOTE: JTPA programs may substitute a printout showing annual data from the Quarterly Report of Participant Characteristics and the Activity Report of Enrollee Characteristics in lieu of completing questions IV-C and IV-E.

D. What factors other than state or federal requirements influence the type of clients served under this program?

_____
_____
_____
_____
_____
_____
_____

IV. CLIENTS SERVED, CONT'D

E. Which of the following target groups were served by this program in fiscal 199__?

Target Group	Include Double Counts: Number of Clients Served	Include Double Counts: Percent of Clients Served	Does the Law Specify a Minimum Level of Effort for This Service? What Level is Required? Yes*	Level (%)**	No
At-Risk Youth (in-school)					
High School Dropouts					
High School Graduates					
Welfare Recipients					
Public Housing Residents					
Unemployment Recipients					
Unemployment Exhaustees					
Not in Labor Force					
Older Workers (55+)					
Veterans					
Limited English Speaking					
Refugees/Immigrants					
Persons with Disabilities					
Offenders					
Other (please specify)					

* Enter "F" if a federal requirement; "S" if a state requirement.

** Indicate whether this requirement applies to the proportion of people receiving the service, or to the proportion of funds spent on it. For example, to indicate a 10% set aside based on the number of people served enter 10p; to indicate a 25% set aside based on total funds, enter 25f.

NOTE: JTPA programs may substitute a printout showing annual data from the Quarterly Report of Participant Characteristics and Activity Report of Enrollee Characteristics in lieu of completing questions IV-C and IV-E.

F. What factors other than state or federal requirements influence the target groups served in fiscal 199__?

_____

_____

_____

_____

_____

V. GEOGRAPHIC SERVICE DISTRIBUTION WITHIN SDA

A. What was the total amount of funds in fiscal 199__ distributed to service providers in this SDA in the following types of geographic areas?

Central cities _____
Suburban cities _____
Rural areas _____

III. A PROTOCOL FOR CREATING A SURVEY DATABASE.

☞ Instructions for computerizing survey questionnaires ☜

The following will give you some idea about setting up a database system for survey questionnaires.

Special Notes :-

(1) All the words in *italics* are defined later in Protocol Appendix.

(2) This Document has many symbols. Symbols and meanings are as follows :

☑ - Very important, **must** follow the instructions without fail.

✓ - Suggested approach, **should** follow it. This will enhance your database.

☒ or 🔔 - WARNING or BE AWARE. Never do this. This is a loophole.

⊘ - Try to avoid this. This is not advisable.

☞ - Remember. This is something that you should remember. This could be very useful, while designing or using a database.

To computerize Workforce or SDA survey questionnaires, you will need

(1) A computer - IBM/IBM Compatible Desktop, Apple Macintosh, IBM-Mainframe or any other computer system.

(2) A permanent storage system (Hard drive)

(3) A *relational database* software program.

(4) If you want to use database specifically created for "Survey-Questionnaire", you will need either 3.5" floppy drive or 5.25" floppy drive and any database software that is compatible with dBase™ software..

(5) If you have IBM/IBM Compatible computer and you want to use computerized survey database, You will need ALPHA4™ database software. To obtain this software, please contact your local software dealer.

ALPHA4™ is 100% dBase™ compatible. dBase™ file format is industry standard, hence any database program will read your data.

A *database* is collection of many data points or *fields*.

Please look at the Workforce Program Survey Form. Look at the first page. In the first part we have four questions.

Question 1: Name of Program : _____

Question 2: Administering Agency : _____

Question 3: Contact Person : _____ Phone : _____

Question 4: Fiscal Year Reported : _____

Dates for Fiscal Year : From _____ To : _____

① Question 1 has **one** part.

② Question 2 has **one** part.

③ Question 3 has **two** parts.

④ Question 4 has **three** parts.

So this part of the questionnaire contains **7** answers/sub-answers.

We will need 7 fields in this database.

How to define fields and database - Step by Step procedure.

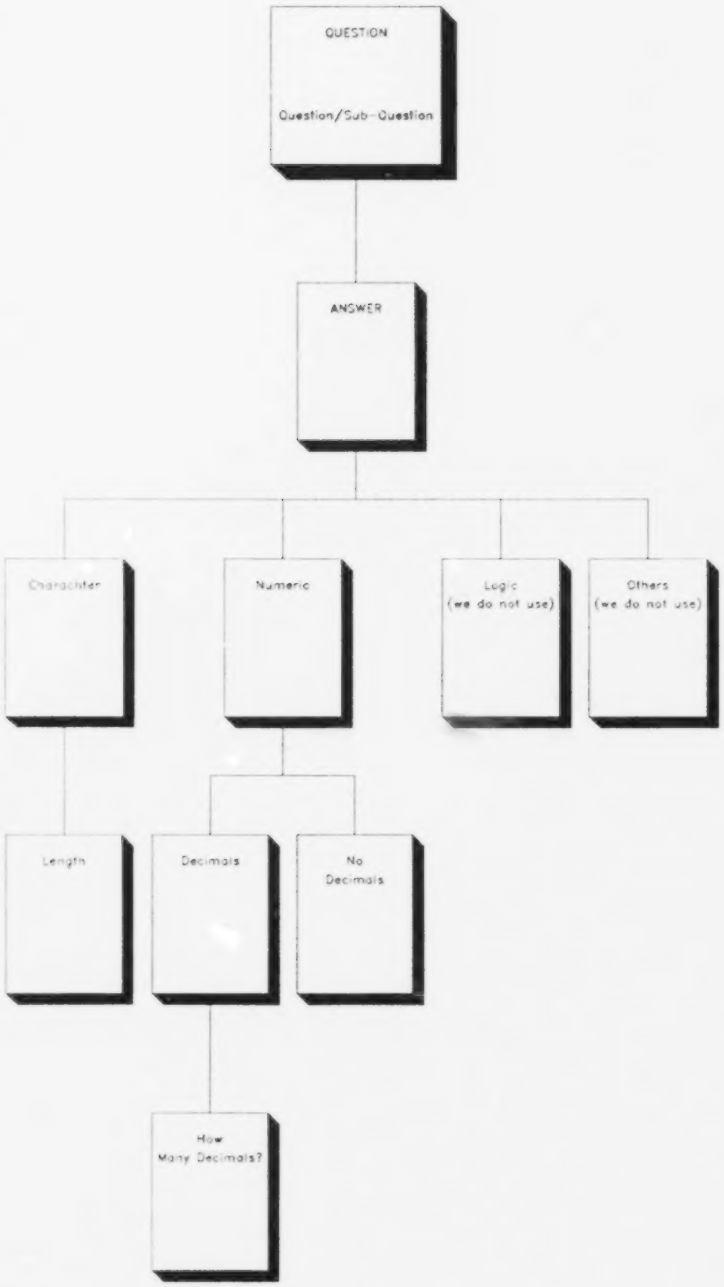
Please look at exhibit 1 and 2. Methodology is as follows :

❶ - Ask question/sub-question

❷ - Get the answer

❸ - Check, if the answer is (a) - Text
(b) - Numbers
(c) - Logic

EXHIBIT 1: PROCESS OF DESIGNING A FIELD



❹ - (a) If the answer is "text", using your best judgement guess how long the maximum answer could be 🔔 - Remember space is also a character. If the question is about program name, you can allocate about 70 characters.

✓ - We strongly recommend you to allocate length between 60 and 70.

If your length is less then 70, then it will be easy to view title (question) and answer both on same line. Normal computers can show 80 characters on any single line. So when you design your database *view-screen*, you can replicate the actual form on screen.

(b) If the answer is "Numeric", i.e. numbers, once again guess the maximum length and decimal points. For percentages it will be "*100.00*". For number of people served it could be "*1,234,567*". For dollar allocated in 1992 it could be "*$987,674,321.00*". In the first case total length will be 6. It can be calculated as follows: 3 digits before decimal + 1 for the decimal point itself + 2 spaces after decimal point, totals 6. In the second case (1,234,567), length will be 7. Here we do not have decimal point, so we can just count the digits and allocate the space. In the third case we will need 12 digits (9+1+2). ☞ - decimal point '.' has to be

added to total length, but comma ',' does not require a space.

(c) If the answer is "Logic", i.e. 'TRUE' or 'FALSE'. The computer interprets this as a one 'text' character. The only option you will have is 'T' for 'True' and 'F' for false. Normally this type is seldom used in the type of work we are involved in, so we will not discuss it.

(d) We do not use type "others". So we will not discuss it.

❺ - By using instruction ❹ , you can create as many fields as you want. The only limitation is imposed by database softwares. Normally most of the commonly used database software have the following major limitations :

(a) Length of 'text field' is limited to 254.

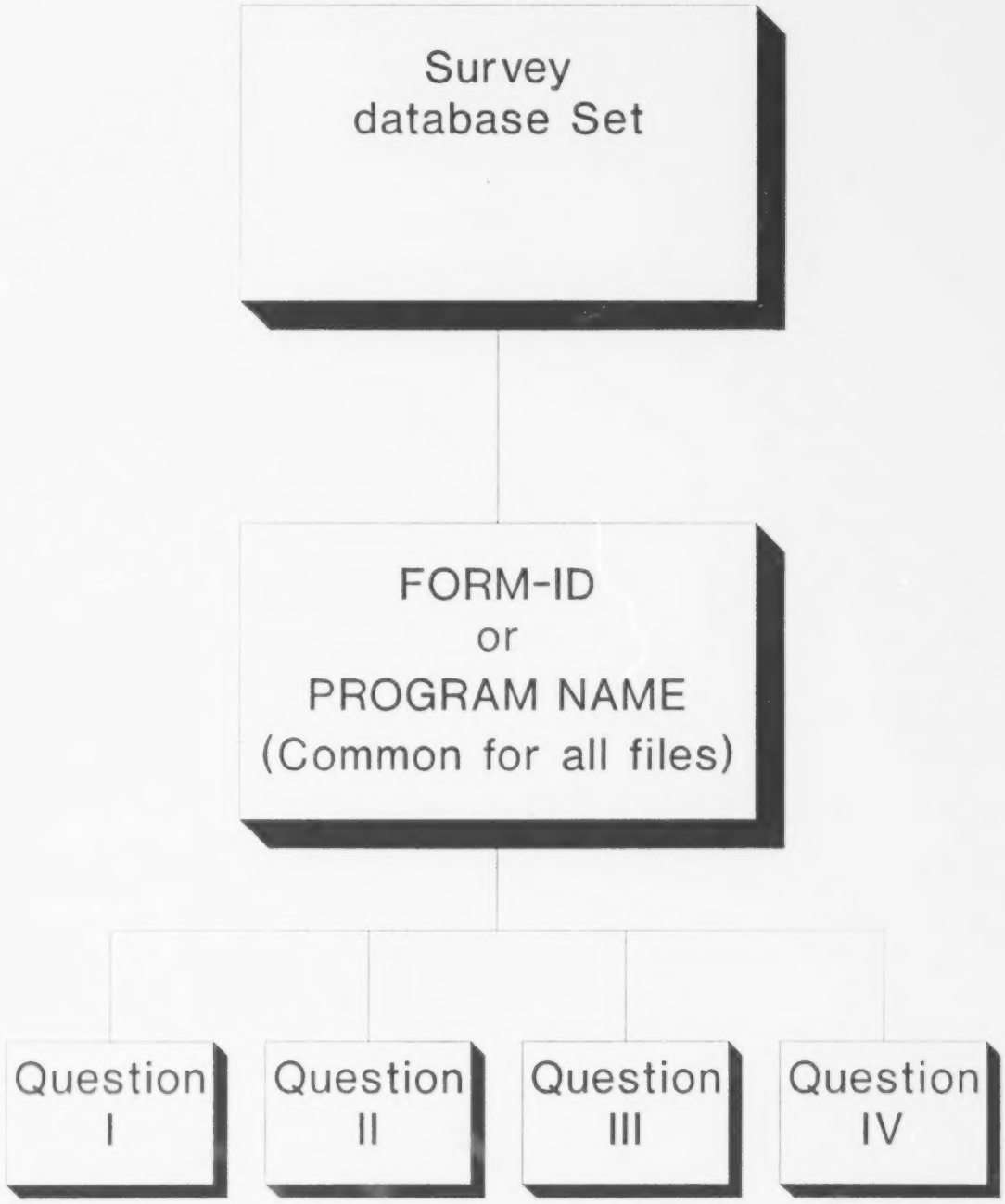
(b) Total fields in one file cannot exceed 128.

(c) Fieldnames can not have spaces & many other characters. For example you can not name your field as "PROG NAME". It could be "PROG_NAME".

Using techniques mentioned above, you can create a file as well as fields.

✓ - We suggest that for each question in a survey questionnaire, create separate file.

EXHIBIT 2: WORKFORCE DEVELOPMENT PROGRAMS: COMPUTERIZED DATABASE



❻ - ☑ - When you are creating the second file, you **MUST** enter one field, same as the first file. The first is also known as primary file. You must have at least one common field in all your files, so all database files can be combined. You can use field "Program_Name". Normally first field in every file should be "Program_Name". Figure 3 shows how they can be arranged.

We have the following suggestions for defining and linking files :

⊘ - Do not use program name as a common field. (1) You will have to enter a long program name for each file. If you have 4 or 5 files, you will have to enter a very long string 4 to 5 times. (2) You are likely to make a mistake, when you do so. Even if you put extra space or forget one, your files will not be *linked* and your database will not set up properly.

✓ - We suggest that you create one numeric field and name it as "FORM_ID". Suggested length is 3. Each file should have "FORM_ID" as a first field. By using this you only have to enter 3 digits each time. Many softwares automatically assign a new number for you.

✓ - You want to keep your filenames simple and meaningful. The file which contains information about first question, can be named "QUEST1".

❼ - Also do not forget to ***index*** your files. Indexing will increase your speed and your data will be more organized. Database software will have an option about indexing.

Protocol Appendix -

Database Linking - Joining two database files via some common field. Computer looks for two common data (numbers or text). If it finds a match, it will combine those two files.

Database - A structure, under which many fields or data entry can be linked. Difference between Relational database and Database is that the former links more than one of the later types. If we have two databases, we can relate them to have a relational database.

Field - It is a sub-member of database. A database consists of many fields. Each field answers one particular question. In computer language, four major types of field exists. (1) Character, (2) Numeric, (3) Logic and (4) Memo. The fourth type is not commonly used.

Index - Data is sorted by some field. It could be numeric field or character field. You can also use combination of fields.

Relational Database - A software program that connects two or more data fields or data files. It uses some sort of common reference, which logically relates files or fields.

Screen-View - Most of the database softwares will let you create a screen design. Screen design will let you exhibit the data or fields in format that you specify. Most of the time it is used to duplicate the data-entry form on computer screen.

CONCLUDING REMARKS

In their sixteenth annual report (1991), the National Commission for Employment Policy states: "A major goal of federally-sponsored employment and training programs is to improve the match between employers' demand for workers and the available supply of workers... For several reasons there is an ongoing need to ask how the scope of these employment and training programs can be enhanced." (p.27) A state-by-state survey of program objectives in relation to targeted groups would go a long way in addressing this need. The survey instrument presented in this report would provide disaggregated data as well as aggregated data on program objectives, funding, and targeted groups. Most of all, survey findings would help to answer the fundamental questions: Does the money go where the needs are? and How good is the match between the demand for and the supply of government training services? The MJC survey constituted a valuable first step in the right direction; other steps are needed to enhance this work.

ENDNOTES

1. Separate responses were returned for the three BayState Skills Corporation component: 50/50; Global Education; and Displaced Homemakers, which are, therefore, counted as separate programs. The same holds true also for the Massachusetts Rehabilitation Commission (MRC) programs: Vocational Rehabilitation; Extended Employment; and Supported Employment; and for the Refugee Employment and Training Programs: Targeted Assistance: Allocation; Targeted Assistance: Discretionary; and Refugee Education and Employment. The School-to-Work Transition program(s?) is counted as one program even though two questionnaires were returned with in part conflicting responses.

2. No information was given for DVOP, LVERS, TJTC, Refugee Education and Employment, Adult Education, and the programs offered by the Department of Mental Health (DMH). The Employment Services program indicated that 10 percent of its funds were allocated via RFP, yet no information was given for the remaining 90 percent of its funds.

3. Educational institutions include local school systems, vocational schools, proprietary schools, community colleges, and private colleges.

4. These are funds that the SDAs use for direct service provision (SDA Skills Centers), not those passed on by the SDAs to other ultimate service providers.

5. The percentage distributions for the Basic Education (State and Federal) programs were also given but data on total program funding were missing. School-to-Work Transition (ID# 29) reported on total funding but identified local service providers for only 10 percent of those funds; the opposite is true for School-to-Work Transition (ID# 28): 100 percent of an unknown total dollar figure are reportedly received by CBOs. For the Industrial Services Program (JTPA III), two sets of figures were submitted: one pertaining to "vendors" and a second one indicating fund allocation to "operators" who contract out to vendors. Since the concept of "vendor" seems to correspond more closely to that of "local service provider", the discussion following in the text is based on the distribution of ISP funds to "vendors".

6. Figures on program enrollees are taken from the March 1992 MJC Report "*Creating A World-Class Development System in Massachusetts*" since the MJC Survey elicited information on people served only in terms of percentages of an undefined total, never in absolute figures. Note that program titles in the MJC Report may differ from those in the MJC Survey returns. The MJC Survey, for instance, distinguished between three BayState Skills Corporation components: 50/50; Global Education; and Displaced Homemakers. Similarly, the MRC and Refugee Employment programs seem to have three components each. The MJC Report, however, lists only one figure for total program enrollees in each case.

7. Programs were excluded when there was a less than perfect match between program title/description given in the MJC Survey returns and that given in the March 1992 MJC Report. For instance, the MJC Report lists 620 enrollees for the BayState Skills Corporation program

without indicating the distribution over the three components: 50/50, Global Education, and Displaced Homemakers. Consequently, the BayState Skills program(s) was not included in the analysis.

APPENDIX

MJC SURVEY DATA BASE

Table Set A:	Funding Sources for Workforce Development Programs
Table Set B:	Methods of Funding Distribution for Workforce Development Programs
Table Set C:	Major Service Providers for Workforce Development Programs
Table Set D:	Types of Services Provided by Workforce Development Programs
Table Set E:	People Served by Workforce Development Programs (Socio-Economic Characteristics)
Table Set F:	Characteristics of Individuals Being Served by Workforce Development Programs (Demographic Ch.)

TABLE SET A

Funding Sources for Workforce Development Programs

SET A
FUNDING SOURCES FOR WORKFORCE DEVELOPMENT PROGRAMS

SECRETARIAT	TOTAL FUNDING FY'92	FEDERAL	STATE	OTHER
Economic Affairs	$106,996,737	$78,299,458	$1,897,279	$0
Education	$20,594,780	$18,339,538	$2,255,242	$0
Health & Human Services	$174,664,892	$60,998,228	$107,389,050	$6,277,614
Labor	$17,596,000	$16,300,000	$1,296,000	$0
Total	$319,852,409	$173,937,224	$112,837,571	$6,277,614

NOTE:-

The discrepancy between the total funding reported ($319,852,409) and the sum of Federal + State + Other funding ($293,052,409) derives from the fact that TJTC funding ($26,800,000) was included in the total but no source was identified in the MJC survey responses.

SET A. Continued...

FUNDING SOURCES FOR WORKFORCE DEVELOPMENT PROGRAMS
UNDER THE SECRETARY OF ECONOMIC AFFAIRS

PROGRAM	TOTAL FUNDING FY'92	FEDERAL	STATE	OTHER
JTPA IIA	31,982,000	31,982,000	0	0
JTPA IIA: Allocation Formula (78%)	(24,945,960)	(24,945,960)	(0)	(0)
JTPA IIB	12,383,000	12,383,000	0	0
Employment Service	18,536,458	18,536,458	0	0
DVOP	1,965,000	1,965,000	0	0
LVERS	1,281,000	1,281,000	0	0
Bay State Skills: Global Education	200,000	0	200,000	0
Bay State Skills: 50/50	1,225,000	0	1,225,000	0
Bay State Skills: Displaced Homemakers	295,000	0	295,000	0
Massjobs Southeast	177,279	0	177,279	0
Jobs Corps	12,152,000	12,152,000	0	0
Targeted Jobs Tax Credit (TJTC)	26,800,000	0	0	0
Total	$106,996,737	$78,299,458	$1,897,279	$0

SET A. Continued...

FUNDING SOURCES FOR WORKFORCE DEVELOPMENT PROGRAMS
UNDER THE SECRETARY OF EDUCATION

PROGRAM	TOTAL FUNDING FY'92	FEDERAL	STATE	OTHER
School-to-Work Transition (ID# 29)	864,000	0	864,000	0
School-to-Work Transition (ID# 28)	0	0	0	0
Chapter 188	492,000	0	492,000	0
Adult Education	0	0	0	0
State Legalization Impact Asst.	438,000	438,000	0	0
Perkins Vocational Education Act	17,984,831	17,085,589	899,242	0
McKinney Homeless Act (ABE)	425,000	425,000	0	0
National Workplace Literacy	390,949	390,949	0	0
Total	$20,594,780	$18,339,538	$2,255,242	$0

SET A. Continued...

FUNDING SOURCES FOR WORKFORCE DEVELOPMENT PROGRAMS
UNDER THE SECRETARY OF HEALTH AND HUMAN SERVICES

PROGRAM	TOTAL FUNDING FY'92	FEDERAL	STATE	OTHER
Targeted Assistance: Allocation	808,146	808,146	0	0
Targeted Assistance: Discretionary	158,553	158,553	0	0
Refugee Educ. & Employment	1,704,000	1,704,000	0	0
JOBS	75,200,000	18,000,000	57,200,000	0
Veterans Job Training JTPA IVC	373,356	160,000	135,742	77,614
Labor Shortage Initiative Trust	6,200,000	0	0	6,200,000
MRC Vocational Rehabilitation	41,180,000	34,708,853	6,471,147	0
MRC Extended Employment	6,437,472	0	6,437,472	0
MRC Supported Employment	527,000	527,000	0	0
MCB Vocational Rehabilitation	6,400,939	4,931,676	1,469,263	0
DMH Employment & Training	5,625,714	0	5,625,714	0
DMR Employment & Training	30,049,712	0	30,049,712	0
Total	$174,664,892	$60,998,228	$107,389,050	$6,277,614

SET A. Continued...

FUNDING SOURCES FOR WORKFORCE DEVELOPMENT PROGRAMS UNDER THE SECRETARY OF LABOR

PROGRAM	TOTAL FUNDING FY'92	FEDERAL	STATE	OTHER
Industrial Services Program (JPTA III)	17,596,000	16,300,000	1,296,000	0
Total	$17,596,000	$16,300,000	$1,296,000	$0

TABLE SET B

Methods of Funding Distribution for Workforce Development Programs

SET B

METHODS OF FUNDING DISTRIBUTION FOR WORKFORCE DEVELOPMENT PROGRAMS

SECRETARIAT	FY'92 FUNDING	METHOD OF DISTRIBUTING PROGRAM FUNDS				
		ALLOCATION FORMULA	RFP	DIRECT GRANTS	RETAINED BY AGENCY	OTHER
Economic Affairs	$106,996,737	$37,328,960	$18,545,147	$164,000	$1,991,078	$1,918,920
Education	$20,594,780	$12,949,078	$7,570,384	-	$75,317	-
Health and Human Services	$174,664,892	$767,739	$46,684,712	$158,553	$56,658,524	$62,645,000
Labor	$17,596,000	$5,655,335	$8,886,955	$1,615,810	$1,437,900	-
TOTAL	$319,852,409	$56,701,112	$81,687,198	$1,938,363	$60,162,819	$64,563,920

99

SET B Continued ....

METHODS OF FUNDING DISTRIBUTION TO THE SUBSTATE LEVEL
WORKFORCE DEVELOPMENT PROGRAMS UNDER THE SECRETARY OF ECONOMIC AFFAIRS

PROGRAM	FY'92 FUNDING in $	METHODS OF DISTRIBUTING PROGRAM FUNDS				
		ALLOCATION FORMULA (%)	RFP (%)	DIRECT GRANTS (%)	RETAINED AGENCY (%	OTHER (%)
JTPA IIA: Allocation Formula	$31,982,000	78%	10%a	-	0%	**********
JTPA IIB	$12,383,000	100%	-	-	-	-
Employment Service	$18,536,458	-	10%	-	N/A	-
DVOP	$1,965,000	N/A				
LVERS	$1,281,000	N/A				
Bay State Skills: 50/50	$1,225,000	-	76%	-	24%	-
Bay State Skills: Global Education	$200,000	-	-	82%	18%	-
Bay State Skills: Displaced Homemaker	$295,000	-	85%	-	15%	-
Massjobs Southeast	$177,279	-	90%	-	10%	-
Jobs Corps (Operated by USDOL)b	$12,152,000	-	100%	-	-	-
TJTC	$26,800,000	N/A				
TOTAL	**********	$37,328,960	$18,545,147	$164,000	$1,991,078	**********

Notes:

a: This includes most of the 8% & 3% grants

b: Information did not specify whether the distribution is net of funds retained by agency for non-direct services. Questionnaire form Section I was not filled.

N/A: not available

SET B. Continued ...

METHODS OF FUNDING DISTRIBUTION TO THE SUBSTATE LEVEL
WORKFORCE DEVELOPMENT PROGRAMS UNDER THE SECRETARY OF EDUCATION

PROGRAM	FY'92 FUNDING	METHOD OF DISTRIBUTING PROGRAM FUNDS				
		ALLOCATION FORMULA (%)	RFP (%)	DIRECT GRANTS (%)	RETAINED B AGENCY (%)	OTHER (%)
School-to-Work Transition (ID # 29)	$864,000	-	100%	-	-	-
Chapter 188 (Dropout Prevention)	$492,000	-	100%	-	-	-
State Legalization Impact Assistance	$438,000	-	96%	-	4%	-
Perkins Vocational Education Act	$17,984,831	72%	28%	-	-	-
McKinney Homeless Act	$425,000	-	91%	-	9%	-
National Workplace Literacy	$390,949	-	95%	-	5%	-
TOTAL	$20,594,780	$12,949,078	$7,570,384	-	$75,317	-

SET B Continued ....

METHODS OF FUNDING DISTRIBUTION TO THE SUBSTATE LEVEL
WORKFORCE DEVELOPMENT PROGRAMS UNDER THE SECRETARY OF HEALTH AND HUMAN SERVICES

PROGRAM	FY'92 FUNDING	METHODS OF DISTRIBUTING PROGRAM FUNDS				
		ALLOCATION FORMULA (%)	RFP (%)	DIRECT GRANTS (%)	RETAINED AGENCY (%	OTHER (%)
Targeted Assistance: Allocation	$808,146	95%	-	-	5%	-
Targeted Assistance: Discretionary	$158,553	-	-	100%	-	-
Refugee Education & Employment	$1,704,000	N/A	N/A	N/A	N/A	N/A
JOBS	$75,200,000	-	15%	-	2%	83%
Veterans Job Training (JTPA IVC)	$373,356	-	-	-	100%	-
Labor Shortage Initiative Trust Fund	$6,200,000	-	90%	-	10%	-
Massachusetts Rehabilitation Com.: Vocational Rehabilitation	$41,180,000	-	-	-	100%	-
Extended Employment	$6,437,472	-	-	-	100%	-
Supported Employment	$527,000	-	80%	-	20%	-
MCB Employment & Training	$6,400,939	-	-	-	100%	-
DMH Employment & Training	$5,625,714	N/A	N/A	N/A	-	N/A
DMR Employment & Training	$30,049,712	-	100%	-	-	-
TOTAL	$174,664,892	$767,739	$46,684,712	$158,553	$56,658,524	$62,645,000

N/A: not available

93

SET B Continued ...

METHODS OF FUNDING DISTRIBUTION TO THE SUBSTATE LEVEL
WORKFORCE DEVELOPMENT PROGRAMS UNDER THE SECRETARY OF LABOR

PROGRAM	FY'92 FUNDING	METHOD OF DISTRIBUTING PROGRAM FUNDS				
		ALLOCATION FORMULA (%)	RFP (%)	DIRECT GRANTS (%)	RETAINED AGENCY (%	OTHER (%)
Industrial Services Program (JTPA III)	$17,596,000	32%	51%	9%	8%	-
Total	$17,596,000	$5,655,335	$8,886,955	$1,615,810	$1,437,900	-

TABLE SET C

Major Service Providers for
Workforce Development Programs

SET C

MAJOR SERVICE PROVIDERS FOR WORKFORCE DEVELOPMENT PROGRAMS
UNDER THE SECRETARY OF ECONOMIC AFFAIRS

PERCENTAGE OF FUNDS BY TYPE OF LOCAL SERVICE PROVIDER

PROGRAM	DIRECT STATE SERVICE	CBO	LOCAL SCHOOL SYSTEM	VOC. SCHOOL	SDA	PROPR. SCHOOL	COMM. COLLEGE	PRIVATE COLLEGE	OTHER (SPECIFY)
JTPA Title IIA: Allocation Formula (78%)					a				
JTPA IIB					a				
Employment Service					b				
DVOP									c
LVERS									c
Bay State Skills: 50/50				14%			43%		43% *1
Bay State Skills: Global Education									100% *2
Bay State Skills: Displaced Homemakers		60%							40% *3
Massjobs Southeast									100% *4
Jobs Corps									100% *5
TJTC	No information provided								

Notes:

a: SDA was checked as receiving funds. No percentage was given

b: identified DET Regional Offices and SDA as recipients of funds

c: identified DET local offices as recipients of funds

*1: Two-year city Colleges-14%; 4-year private Colleges-14%; 4-year State Colleges-14%

*2: Four year Colleges

*3: YWCA's

*4: Companies-80%; 4-year State Colleges-5%; Local Municipalities-15%

*5: Private Corporations

SET C Continued ....

MAJOR SERVICE PROVIDERS FOR WORKFORCE DEVELOPMENT PROGRAMS
UNDER THE SECRETARY OF EDUCATION

PERCENTAGE OF FUNDS BY TYPE OF LOCAL SERVICE PROVIDER

PROGRAM	DIRECT STATE SERVICE	CBO	LOCAL SCHOOL SYSTEM	VOC. SCHOOL	SDA	PROPR. SCHOOL	COMM. COLLEGE	PRIVATE COLLEGE	OTHER (SPECIFY)
School-to-Work Transition (ID# 28)		100%							
School-to-Work Transition (ID# 29)			10% b						
Chapter 188 (Dropout Prevention)			100% *1						
Adult Education: a									
a) Basic Education (Federal)		50%	40%		5% c		5%		
b) Basic Education (State)		45%	25%		5% c		5%		
State Legalization Impact Asst.		82%							18% *2
Perkins Vocational Education Act		2%	26%	41%			27%		4% *3
McKinney Homeless Act	11%	67%							22% *4
National Workplace Literacy									100% *5
Proprietary School Programs d						100%			

Notes:

a: Agency reporting included a copy of MJC Table Set C and not the original questionnaire form

b: Refers to High School. Only 10% of funds were accounted for.

c: Libraries

d: This information was included in the table sent by the Bureau of Adult Education

*1: High School-25%; Middle School-75%

*2: Public Schools-18%

*3: Collaboratives-2%; State & County Corrections-2%

*4: Municipality-11%; School System-11%

*5: State University-50%; Public Schools-50%

SET C Continued ....

MAJOR SERVICE PROVIDERS FOR WORKFORCE DEVELOPMENT PROGRAMS
UNDER THE SECRETARY OF HEALTH & HUMAN SERVICES

PERCENTAGE OF FUNDS BY TYPE OF LOCAL SERVICE PROVIDER

PROGRAM	DIRECT STATE SERVICE	CBO	LOCAL SCHOOL SYSTEM	VOC. SCHOOL	SDA	PROPR. SCHOOL	COMM. COLLEGE	PRIVATE COLLEGE	OTHER (SPECIFY)
Targeted Assistance: Allocation		100%							
Targeted Assistance: Discretionary		100%							
Refugee Education & Employment		100%							
JOBS		77%		1.3%	6%		0.2%	0.1%	10% *1
Veterans Job Training (JTPA IVC)	No Information provided								
Labor Shortage Initiative Trust	No Information provided								
MRC Vocational Rehabilitation	No Information provided								
MRC Extended Employment		100%							
MRC Supported Employment		100%							
MCB Vocational Rehabilitation a	47.5%	17.5%		3%	0.5%	3%	10% *2		8.5% *3
DMH Employment & Training		100%							
DMR Employment & Training		100%							

Notes:

a: Information about funds distribution was given as intervals. Here we report the mid-point

*1: Municipal Government & DET

*2: 10% for Community Colleges, 2-year and 4-year Colleges

*3: Residential Rehabilitation Center

SET C Continued ....

MAJOR SERVICE PROVIDERS FOR WORKFORCE DEVELOPMENT PROGRAMS
UNDER THE SECRETARY OF LABOR

PERCENTAGE OF FUNDS BY TYPE OF LOCAL SERVICE PROVIDER

PROGRAM	DIRECT STATE SERVICE	CBO	LOCAL SCHOOL SYSTEM	VOC. SCHOOL	SDA	PROPR. SCHOOL	COMM. COLLEGE	PRIVATE COLLEGE	OTHER (SPECIFY)
Industrial Services Program (JTPA III) a	5%	4%		15%	15%	10%	50%	1%	
Industrial Services Program (JTPA III) b	(2%)			(0%)	56%)	(9%)			(33%)*

Notes:

a: The distribution is given for Vendor.

b: Percentages were given for Operator. ISP fund operators who contract out to vendors.

*: State Agencies, non-profits, State University

TABLE SET D

Types of Services Provided by Workforce Development Programs

SET D

TYPES OF SERVICES PROVIDED BY WORKFORCE DEVELOPMENT PROGRAMS UNDER THE SECRETARY OF ECONOMIC AFFAIRS

PROGRAM	BASIC SKILLS		TRAINING		JOB PLACEMENT		SUPPORTIVE SVCS	
	% OF FUNDS	% OF PEOPLE	% OF FUNDS	% OF PEOPLE	% OF FUNDS	% OF PEOPLE	% OF FUNDS	% OF PEOPLE
JTPA IIA: Allocation Formula (78%)	N/A	17.6	N/A	81.9	N/A	8.3		
JTPA IIB	N/A	30.8	N/A	82.8	N/A	0.3		
Employment Service a							N/A	14.8
DVOP b					N/A	25.4	N/A	93.5
LVERS					N/A	19.1	N/A	90.3
Bay State Skills: 50/50 c			80	100	7	87	3	6
Bay State Skills: Global Edu.			100	100				
Bay State Skills: Displaced Home.							100	100
Massjobs Southeast			80	80			20	20
Jobs Corps		*	100	*		*		*
TJTC	No information provided							

Notes:

a: Respondent allocates 68.6% of people served to administration.

b: Refers to individuals who secured employment. The agency states that 13.1% of people were placed but did not secure jobs.

c: The remaining 10% of funds were for administration (Contractor).

* Students receive all services. Agency does not track people by these classifications.

113

SET D. Continued ...

TYPES OF SERVICES PROVIDED BY WORKFORCE DEVELOPMENT PROGRAMS UNDER THE SECRETARY OF EDUCATION

PROGRAM	BASIC SKILLS		TRAINING		JOB PLACEMENT		SUPPORTIVE SVCS	
	% OF FUNDS	% OF PEOPLE	% OF FUNDS	% OF PEOPLE	% OF FUNDS	% OF PEOPLE	% OF FUNDS	% OF PEOPLE
School-to-Work Transition (ID# 28)	30	100			50	100	20	100
School-to-Work Transition (ID# 29)			40	100	40	100	20	100
Chapter 188 (Dropout Prevention) a								
Adult Education	No information provided							
State Legalization Impact Asst. b	75	100					10	100
Perkins Vocational Education			68*	53			32	47
McKinney Homeless Act	100	100						
National Workplace Literacy	60	100					40	100

Notes:

a: 100% of funds and 100% of people served are listed under a category (inserted in the questionnaire form) called "School Improvement".

b:Survey respondent lists 15% of funds for administration

c: 5% of funds are for administration

* Some grants classified as training are for a combination of training and supportive services.

SET D. Continued ....

TYPES OF SERVICES PROVIDED BY WORKFORCE DEVELOPMENT PROGRAMS UNDER THE SECRETARY OF HEALTH AND HUMAN SERVICES

PROGRAM	BASIC SKILLS		TRAINING		JOB PLACEMENT		SUPPORTIVE SVCS	
	% OF FUNDS	% OF PEOPLE	% OF FUNDS	% OF PEOPLE	% OF FUNDS	% OF PEOPLE	% OF FUNDS	% OF PEOPLE
Targeted Assistance: Allocation	63	66	36	33	1	1		
Targeted Assistance: Discretionary			100	100				
Refugee Education & Employment	45	84			55	100		
JOBS	9	14	14	16	12	67	61	58
Veterans Job Training (JTPA IVC)	N/A	100*		100*	N/A	72	100	100
Labor Shortage Initiative Trust	No information provided							
MRC Vocational Rehabilitation a	No information provided							
MRC Extended Employment			25	100	50	50	25	25
MRC Supported Employment			25	100	50	100	25	100
MCB Vocational Rehabilitation b	7.5	20	40	98	12.5	30	40	100
DMH Employment & Training	65	65	20	20	2	2	3	3
DMR Employment & Training c	No information provided							

Notes:

a: Administering agency for this program did not answer survey questions, instead they have enclosed materials relevant to Program Operation for FY 1991

b: Figures reported as range. Mid points are reported here

c: Respondent did not understand the question ("?" was placed as an answer)

* combined figure for Basic Skills and Training

SET D. Continued ...

TYPES OF SERVICES PROVIDED BY WORKFORCE DEVELOPMENT PROGRAMS UNDER THE SECRETARY OF LABOR

PROGRAM	BASIC SKILLS		TRAINING		JOB PLACEMENT		SUPPORTIVE SVCS	
	% OF FUNDS	% OF PEOPLE	% OF FUNDS	% OF PEOPLE	% OF FUNDS	% OF PEOPLE	% OF FUNDS	% OF PEOPLE
Industrial Services Program (JTPA III	*	15	50*	45	33	100	2	N/A

Notes:

* Combined figure for Basic Skills and Training

TABLE SET E

People Served by Workforce Development Programs
(Socio-Economic Characteristics)

SET E

PEOPLE SERVED BY WORKFORCE DEVELOPMENT PROGRAMS UNDER THE SECRETARY OF ECONOMIC AFFAIRS

PROGRAM	HIGH SCHOOL GRADS	HIGH SCHOOL DROPOUTS	WELFARE RECIP.	UI RECIP.	OLDER WORKE (55+)	VETERANS	PERSONS WITH DISABIL.	OFFENDER	OTHERS
JTPA IIA	41.4%	31.5%	36.1%	15.3%	2.0%	6.9%	9.7%	7.1%	
JTPA IIB	1.8%	2.3%	39.1%	0.5%	0.0%	0.2%	27.0%	3.8%	
Employment Service				56.2%	8.0%	9.9%	2.5%		
DVOP				54.2%	19.9%	99.5%	9.2%		
LVERS				55.0%	18.3%	88.7%	9.6%		
Bay State Skills: 50/50	95.0%		8.0%	37.0%	8.0%		1.0%		49.0% *1
Bay State Skills:Global Education									100.0% *2
Bay State Skills:Displaced Homemakers			40.0%	5.0%	12.0%		2.0%		100.0% *3
Massjobs Southeast					5.0%				95.0% *1
Jobs Corps	15.0%	85.0%	55.0%		0.0%	0.0%	12.5%	2.5%	
TJTC			28.0%	5.0%		2.6%	5.5%	4.0%	5.0% *4

Notes:
*1: Employed
*2: Teachers
*3: Displaced Homemakers
*4: SSI - Supplemental Security Income

122

SET E Continued ...

PEOPLE SERVED BY WORKFORCE DEVELOPMENT PROGRAMS UNDER THE SECRETARY OF EDUCATION

PROGRAM	HIGH SCHOOL GRADS	HIGH SCHOOL DROPOUTS	WELFARE RECIP.	UI RECIP.	OLDER WORKE (55+)	VETERANS	PERSONS WITH DISABIL.	OFFENDER	OTHERS
School-To-Work Transition - (ID# 28)	0.0%	0.0%	15.0%	0.0%	0.0%	0.0%	5.0%	0.0%	100.0% *1
School To Work Transition - (ID# 29)	100.0%		52.0%				5.0%		
Chapter 188 - (Dropout Prevention)	No Information provided								
Adult Education	5.0%	20.0%	20.0%					20.0%	
State Legalization Impact Assistance									100.0% *2
Perkins Vocational Education Act								2.0%	
McKinney Homeless Act		30.0%			10.0%	10.0%	20.0%	10.0%	100.0% *3
National Workplace Literacy	30.0%	20.0%			5.0%	5.0%			100.0% *4

Notes:

***1: Economically and/or academically disadvantaged**

***2: Refugees / Immigrants**

***3: Homeless or at risk of homelessness**

***4: Workers in need of skills upgrading**

123

SET E Continued ...

PEOPLE SERVED BY WORKFORCE DEVELOPMENT PROGRAMS UNDER THE SECRETARY OF HEALTH & HUMAN SERVICES

PROGRAM	HIGH SCHOOL GRADS	HIGH SCHOOL DROPOUTS	WELFARE RECIP.	UI RECIP.	OLDER WORKE (55+)	VETERANS	PERSONS WITH DISABIL.	OFFENDER	OTHERS
Targeted Assistance: Allocation	49.0%	51.0%	88.0%		3.0%				
Targeted Assistance: Discretionary	No information available								
Refugees Education & Employment	42.0%	58.0%	91.0%	0.1%	5.0%	0.0%	0.3%	0.0%	0.0%
JOBS	49.0%	51.0%	100.0%						
Veteran's Job Training(JTPA IVC)						100.0%			
Labor Shortage Init. Trust Fund									
MRC Vocational Rehabilitation							100.0%		
MRC Extended Employment							100.0%		
MRC Supported Employment							100.0%		
MCB Vocational Rehabilitation	4.0%	0.5%	4.0%	4.0%	10.0%	10.0%	100.0%	0.5%	6.5% *1
DMH Employment & Training							100.0%		
DMR Employment & Training							100.0%		

Notes
*1: Multiple Handicaps

SET E Continued ...
PEOPLE SERVED BY WORKFORCE DEVELOPMENT PROGRAMS UNDER THE SECRETARY OF LABOR

PROGRAM	HIGH SCHOOL GRADS	HIGH SCHOOL DROPOUTS	WELFARE RECIP.	UI RECIP.	OLDER WORKE (55+)	VETERANS	PERSONS WITH DISABIL.	OFFENDERS	OTHERS
Industrial Services Program (JPTA III)	41.0%	20.0%	0.0%	74.0%	13.0%	18.0%	1.0%	0.0%	0.0%

TABLE SET F

Characteristics of Individuals Being Served by Workforce Development Programs (Demographic Characteristics)

SET F

CHARACTERISTICS OF INDIVIDUALS BEING SERVED BY WORKFORCE DEVELOPMENT PROGRAMS UNDER THE SECRETARY OF ECONOMIC AFFAIRS

PROGRAM	AGE		SEX		RACE/ETHNICITY				LOW INCOME STATUS
	YOUTH (14-21)	ADULT (22+)	MALE	FEMALE	WHITE	BLACK	HISPANIC	OTHER	
JTPA IIA	38.6%	61.4%	37.8%	62.2%	64.1%	16.2%	15.3%	4.5%	97.1%
JTPA IIB	100%		54.4%	45.6%	49.4%	18%	26.3%	5.9%	100%
Employment Service	12.2%	87.8%	59.8%	40.2%	79.4%	9.4%	9.1%	2.1%	25.4%
DVOP	1.1%	98.9%	96.6%	3.4%	89.4%		10.6%		20.5%
LVERS	1.4%	98.5%	96.4%	3.6%	89%			11%	24.7%
BayState Skills: 50/50	5%	95%	40%	60%	90%	3%	4%	3%	
BayState Skills: Global Education		100%	50%	50%	85%	5%	5%	5%	
BayState Skills: Displaced Homemakers		100%	3%	97%	80%	7%	7%	6%	
Massjobs Southeast		100%	60%	40%	70%	8%	10%	12%	
Jobs Corps	90%	10%	60%	40%					
TJTC	No information available								

13

SET F Continued ...

CHARACTERISTICS OF INDIVIDUALS BEING SERVED BY WORKFORCE DEVELOPMENT PROGRAMS UNDER THE SECRETARY OF EDUCATION

PROGRAM	AGE		SEX		RACE/ETHNICITY				LOW INCOME STATUS
	YOUTH (14-21)	ADULT (22+)	MALE	FEMALE	WHITE	BLACK	HISPANIC	OTHER	
School-to-Work Transition (ID # 28)	100%		38%	62%	58%	11%	23%	8%	49%
School-to-Work Transition (ID # 29)	100%		40%	60%	20%	64%	10%	6%	61%
Chapter 188 (Dropout Prevention only)	100%		50%	50%					30%
Adult Education	No information provided								
State Legalization Impact Asst.	15%	85%	50%	50%	5%	30%	50%	15%	95%
Perkins Vocational Education Act			55%	45%	70%	10%	15%	5%	
McKinney Homeless Act	10%	90%	30%	70%	30%	30%	30%	10%	
National Workplace Literacy	1%	99%	56%	44%	56%	4%	13%	27%	

SET F Continued ...

CHARACTERISTICS OF INDIVIDUALS BEING SERVED
BY WORKFORCE DEVELOPMENT PROGRAMS
UNDER THE SECRETARY OF HEALTH & HUMAN SERVICES

PROGRAM	AGE		SEX		RACE/ETHNICITY				LOW INCOME STATUS
	YOUTH (14-21)	ADULT (22+)	MALE	FEMALE	WHITE	BLACK	HISPANIC	OTHER	
Targeted Assistance: Allocation	11%	89%	59%	41%	35%	2%		63%	
Targeted Assistance: Discretionary		100%	50%	50%	50%			50%	
Refugee Education & Employment	16%	84%	59%	41%	36%	4%		60%	
JOBS	7%	93%	5%	95%	54%	17%	25%	4%	100%
Veterans Job Training (JTPA IVC)			96%	4%	70%			30%	
Labor Shortage Initiative Trust	No information provided								
MRC Vocational Rehabilitation	17%	82%	60%	40%	87%	8%	5%	2%	85%
MRC Extended Employment	10%	90%	50%	50%	75%	10%	5%	10%	
MRC Supported Employment		100%	50%	50%	70%	10%	10%	10%	
MCB Vocational Rehabilitation	15%	85%	45%	55%	80%	10%	10%		
DMH Employment & Training	5%	95%	58%	42%					95%
DMR Employment & Training	No information provided								

SET F Continued ...

CHARACTERISTICS OF INDIVIDUALS BEING SERVED BY WORKFORCE DEVELOPMENT PROGRAMS UNDER THE SECRETARY OF LABOR

PROGRAM	AGE		SEX		RACE/ETHNICITY				LOW INCOME STATUS
	YOUTH (14-21)	ADULT (22+)	MALE	FEMALE	WHITE	BLACK	HISPANIC	OTHER	
Industrial Services Program (JTPA III)	4%	100%	56%	46%	85%	6%	6%	3%	0%

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